

# 2021 MOTOR VEHICLES TITLING SEMINAR



***PRESENTED BY***

**DIVISION OF MOTOR VEHICLES**

**[www.dmv.wv.gov](http://www.dmv.wv.gov)**

**and the**

**WEST VIRGINIA AUTOMOBILE AND  
TRUCK DEALERS ASSOCIATION**



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# What Is Vehicle Services?

- Titles & Registrations
- Special Plates
- Online Services
- Data Entry
- Dealers
- Sendbacks
- NMVTIS

# KIOSK LOCATIONS

- **Barboursville – Kroger**  
6360 US Route 60 E  
Barboursville, WV 25504  
6am to 12am
- **Beckley – Sheetz**  
1408 North Eisenhower Dr.  
Beckley, WV 25801  
Open 24/7
- **Charleston – KC – DMV**  
Kanawha Regional Office  
5707 MacCorkle Ave., SE  
Charleston, WV 25304  
Hours: 8 to 4-MF
- **Clarksburg – Kroger**  
102 Emily Dr.  
Clarksburg, WV 26301  
6am to 12am
- **Clarksburg – Sheetz**  
101 Stoneybrook Rd.  
Clarksburg, WV 26301  
Open 24/7
- **Huntington – Kroger**  
19 7th Ave.  
Huntington, WV 25701  
6am to 11pm
- **Martinsburg – DMV**  
Martinsburg Regional Office  
38 Severna Parkway  
Martinsburg, WV 25403  
Hours: 8 to 4-MF
- **Morgantown – Kroger**  
500 Suncrest Town  
Centre Dr.  
Morgantown, WV  
26505  
6am to 12am
- **Princeton – Kroger**  
1229 Stafford Dr  
Princeton, WV 24740  
6am to 11pm
- **Scott Depot – Kroger**  
101 Great Teays Blvd.  
Scott Depot, WV 25560  
6am to 12am
- **Star City – Sheetz**  
3522 Monongahela  
Blvd.  
Star City, WV 26505  
Open 24/7
- **Wheeling – Sheetz**  
887 National Rd.  
Wheeling, WV 26003  
Open 24/7



## SERVICES PROVIDED

- Vehicle Renewals
- Drivers License Renewals
- Driving Records
- Duplicate Decals
- Duplicate Registration

View KIOSK locations and  
details at

<https://transportation.wv.gov/DMV/Pages/DMV-Now.aspx>



# DMV FEES

Class A License Plate/Registration:

- \$51.50 – Basic Class A
- \$151.50 – Electric/Gas Hybrid
- \$251.50 - Electric

Title Fee: \$15.00

Lien Fee: \$10.00

Duplicate Titles: \$15.00

Duplicate Registration: \$10.00

Duplicate Plate: \$10.00

Plate Transfer: \$10.50

Salvage Titles: \$22.50

# LEASE VEHICLES

## ▣ REQUIRED DOCUMENTS

- Application for title (Form DMV-1L).
- MSO or Title.
- Odometer Statement (If out-of-state title).
- Power of Attorney (On Leasing Company Letterhead – if applicable)
- Lease agreement.

# LEASE VEHICLES

## ▣ TAXATION ON A LEASE VEHICLE

- 6% tax is charged on the Cap Cost Reduction at time of filing.
- Minus the net trade in allowance. (Only if previously titled in West Virginia).
- The leasing company will collect 5% of the lease payment as tax and remit this to the Division on a monthly basis.

# LEASE VEHICLES

## ▣ TRANSFER OF PLATES / OTHER INFORMATION

- A license plate can be transferred between vehicles within the same leasing company (Transfer fees apply)
- May transfer special plates with a letter from the customer relinquishing the rights to the leasing company. (Transfer fees apply)
- The leasing company's address must appear on form DMV-1L. That is the address that will appear on the title and registration. If you need the plate and registration card special mailed to the lessee, then you must include a special mail envelope.



West Virginia Department of Transportation  
**Division of Motor Vehicles**  
Application for Certificate of Title for a Leased Motor Vehicle

FOR DMV USE ONLY

CLASS \_\_\_\_\_

NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_

TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES

INSTRUCTIONS ARE ON THE REVERSE SIDE OF THIS FORM.

The owner(s) of the following vehicle make application for a certificate of title for that vehicle, and, for that purpose, state the following:

LESSOR'S NAME \_\_\_\_\_  
NAME OF PURCHASER TO BE WRITTEN PLAINLY AND EXACTLY AS IT IS TO APPEAR ON THE CERTIFICATE OF TITLE

C/O LESSEE'S NAME \_\_\_\_\_

LESSOR'S ADDRESS \_\_\_\_\_  
NUMBER STREET CITY/TOWN COUNTY STATE ZIP CODE

**VEHICLE DESCRIPTION**

Make \_\_\_\_\_ Year \_\_\_\_\_ V. I. N. \_\_\_\_\_

Style of Body \_\_\_\_\_ Weight \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
(No Tenths)

Lease Permit \_\_\_\_\_ Base Lease \_\_\_\_\_ Term in \_\_\_\_\_ Tax \_\_\_\_\_  
Number Payment Months Amount

**TRADE IN DESCRIPTION**

Make \_\_\_\_\_ Year \_\_\_\_\_ V. I. N. \_\_\_\_\_ WV Title No. \_\_\_\_\_

Cash Down or Rebate Amount \_\_\_\_\_ 6% of Cash Down or Rebate Amount (cap cost reduction) \_\_\_\_\_

**REGISTRATION PLATE TRANSFERRED FROM VEHICLE BELOW - SEND COPIES OF BOTH SIDES OF REGISTRATION CARD.**

Make \_\_\_\_\_ Weight \_\_\_\_\_ V. I. N. \_\_\_\_\_ Plate No. \_\_\_\_\_

**LIENS AND ENCUMBRANCES**

Name of Lien Holder \_\_\_\_\_ Amount \_\_\_\_\_

Mailing \_\_\_\_\_  
Address \_\_\_\_\_ Street City State Zip Code

Kind of Lien ☐ C/S/C ☐ D/T ☐ S/A Date \_\_\_\_\_

**MOTOR VEHICLE INSURANCE POLICY INFORMATION - INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.**

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made herein are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.

Effective date of insurance policy: From \_\_\_\_\_ To \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Name of Insurance Agent \_\_\_\_\_

Insurance Policy Number \_\_\_\_\_

National Association Insurance Commissioners (NAIC) Number \_\_\_\_\_

**THIS TITLE APPLICATION MUST BE SIGNED BY THE OWNER**

PRINT COMPANY NAME

(x)

OWNER'S SIGNATURE - POWER IF A ATTORNEY DOCUMENTS MUST BE PROVIDED IF NOT SIGNED BY OWNER THEMSELVES.

**DEALER CERTIFICATION**

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made herein are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-9-1: Fraudulent Applications.

This is to certify that the above described vehicle was acquired from \_\_\_\_\_ on  
MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_ and leased to the above-named lessor on MONTH \_\_\_\_\_  
DAY \_\_\_\_\_ YEAR \_\_\_\_\_. The undersigned dealer further certifies that the lease payment, term, and tax are true and correct and that the  
Federal Odometer Regulation has been satisfied. FEDERAL ODOMETER REGULATIONS REQUIRE YOU STATE THE ODOMETER MILEAGE UPON TRANSFER OF OWNERSHIP.  
I certify to the best of my knowledge that the odometer reading is \_\_\_\_\_ and reflects the actual mileage unless one of the following is checked:  
☐ 1.) The mileage stated is in excess of its mechanical limits. ☐ 2.) The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY.**

Dealer Name \_\_\_\_\_ Dealer No. \_\_\_\_\_

Dealer Address \_\_\_\_\_ Dealer Signature (x) \_\_\_\_\_

# Special Purpose Vehicles

Per WV code §17A-13-1 a “street-legal special purpose vehicle” (SPV) includes all-terrain vehicles, utility terrain vehicles, minitrucks, pneumatic-tired military vehicles, and full-size special purpose-built vehicles, including those self-constructed or built by the original equipment manufacturer and those that have been modified. Street-legal special purpose vehicles are eligible for a registration plate.”

To be considered an SPV, the vehicle must have the following equipment:

- One or more headlamps
- One or more tail lamps
- One or more brake lamps
- A tail lamp or other lamp constructed and placed to illuminate the registration plate with a white light
- One or more red reflectors on the rear
- A red electric turn system, one on each side of the front
- Amber or red electric turn signals
- A braking system, other than a parking brake
- A horn or other warning device
- A muffler and, if required by applicable federal statute or rule, an emission control system
- Rearview mirrors on the right and left side of the driver
- A windshield, unless the operator wears eye protection while operating the vehicle
- A speedometer, illuminated for nighttime operation
- For vehicles designed by the manufacturer for carrying one or more passengers, a seat designed for passengers
- Tires that have at least 2/32 inches or greater tire thread

# Special Purpose Vehicles

If a vehicle qualifies as a street-legal SPV, the owner must then obtain a certificate of insurance on the SPV, have it inspected, fill out the Special Purpose Vehicle Certification Form (DMV-SPV1-TR), and provide any other documents necessary including tax, title, lien, plate, and registration fees to the DMV.

Fees are \$16.00 annually for a regular Class street-legal SPV plate, plus additional fees of \$100 annual for hybrid vehicles, and \$200 for electric or natural gas vehicles.

If the street-legal SPV is already titled, the owner must still fill out and provide the Special Purpose Vehicle Certification Form and provide registration fees as listed above.

An individual may operate a SPV on roads in WV subject to the following limitations:

- No street-legal SPV may be driven on roads where prohibited by the county, municipality, or the Division of Natural Resources.
- No street-legal SPV may be driven on controlled access highways, including, but not limited to, interstate systems.
- No street-legal SPV may be driven on a highway displaying centerline pavement markings for a distance greater than 20 miles.
- No minitruck registered as a street-legal SPV may be driven on a road constructed pursuant to a federal highways program.
- No street-legal SPV may be driven in an area not open to motor vehicle use.

West Virginia Department of Transportation

# Division of Motor Vehicles

## Special Purpose Vehicle Certification



dmv.wv.gov  
1-800-642-9066

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE APPLICATION FOR TITLE OR REGISTRATION.**

### A) Applicant's Information

Name:  LAST  FIRST  MIDDLE  
 Address:  STREET ADDRESS  CITY  COUNTY  STATE  ZIP

### B) Vehicle Information

Make  Year     Title No.        
 VIN No.                 Current Plate No.

### C) Applicant Certification

*I/we certify under penalty of false swearing that the*

☐ Headlights ☐ Taillights ☐ Brake lights ☐ Red reflector on rear ☐ Turn signals ☐ Braking system ☐ Horn ☐ Muffler ☐ Rearview mirrors  
*on the Special Purpose Vehicle named herein are in good working condition.*

**(X)**

SIGNATURE OF OWNER(S)

DATE



# REFUNDS

- If you have any questions, please call our DMV Accounting Section at 304-926-3805.
- This includes any deal that may have been cancelled or backed out after the documents have been sent to the Division.
- This includes mail work, VRS, and CVR.

West Virginia Department of Transportation  
**Division of Motor Vehicles**  
**Application for Refund**



PO Box 17700 • Charleston, WV 25317  
1-800-642-9066 • www.dmv.wv.gov

**ALL REFUND REQUESTS MUST BE ACCOMPANIED BY COPIES OF CANCELED CHECK(S) (FRONT AND BACK) AND/OR APPLICABLE TRANSACTION RECEIPT(S).**

**DMV Policy:** Refunds will **ONLY** be given for **unused** decals and **unused** plates with the return of the decal, plate, and registration card. **On duplicate payments, the Division will refund with both cash receipts and copies of both canceled checks.** On driver's license applications, the Division will refund only on a departmental error. On CDL's, the Division only refunds on departmental error. **All applications for refund must be tendered to the Division of Motor Vehicles within SIX (6) months after the date of transaction.**

**A) Required Refund Information**

REFUND TO (NAME)					
ADDRESS				CITY	STATE
ZIP CODE					
DRIVER'S LICENSE NUMBER		EXPIRATION DATE		DATE OF BIRTH	
PLATE NUMBER (INCLUDE SPACES)		VIN NUMBER			
MAKE	MODEL	YEAR	WEIGHT	TITLE NUMBER	

Reason for Refund

Refund Total \$

Signature (X)

SIGNATURE - YOU MUST SIGN HERE TO CERTIFY YOUR REQUEST

Date / /

DATE OF REQUEST - MUST BE WITHIN SIX MONTHS OF TRANSACTION DATE

**B) Credit Card Payment Detail (If applicable)**

**Credit Card Refund Policy:** You may only have the refund transaction applied to a credit card if a credit card was originally used. When you elect to have a refund processed to a credit card, it must be the same credit card used in the initial transaction.

Card Type ☐ DISCOVER



Card Number

Expiration Date

Card Holder Signature (X)

Date

**Division of Motor Vehicles Use Only - If error was made by DMV, a Supervisor must sign below.**

Supervisor's Signature

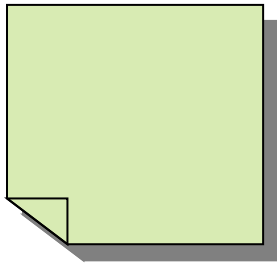
FIMS Number

Accounting Sign-Off

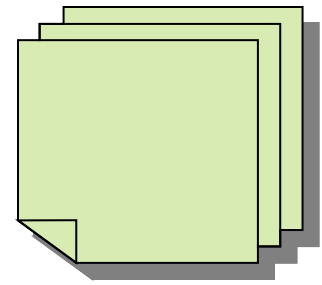
Date

Date Completed

Warrant Number



# Send Backs



- Currently the Division is writing 150-200 send-backs per day, due to errors by consumers and dealers.
- Each send-back is assigned a file number for reference. The file number is located at the top right-hand corner of the send-back.
- The original title documents are retained at the Division. Copies are sent and can be used for the purpose of the send-back.
- Please return all send-backs as soon as possible, so it can be corrected and updated prior to the 60 days allowed to deliver the title.

# Insurance (NAIC)

- The NAIC number is a five-digit number that can be checked to see if the individual is covered through the insurance company that they listed.
- This number is listed on the insurance certificate provided to the dealership and must be listed on the documents that require insurance information.
- <https://eapps.naic.org/cis/help>



# **Titles and Registration**

# TRANSFER OF TITLE

Dealers only have **60**  
days to deliver the title  
to the customer or lien  
holder. Be sure to submit  
your work as quickly as  
possible.  
(§17A-4-4)

### HOW TO CHECK A WEST VIRGINIA TITLE

1. Check for lien information on the front of the title. Make sure it is released and notarized.
2. Check the odometer readings. Make sure the odometer reading on the back of the title is higher than the reading on the front of the title.
3. If the vehicle is exempt from an odometer reading please enter the mileage as "0" and not required instead of the actual mileage and not required.
4. Make sure the title has been signed in the correct sections by both seller and buyer and be sure to list the sale date.
5. Make sure the name of the buyer matches in assignment section and in section 7 exactly.
6. If the vehicle requires an odometer reading, make sure the buyer has signed in the reassignment section.
7. Make sure section 7 is completed and signed.
8. List sale price, trade in amount, net cost, & 6% tax in section 5 of the title.
9. List complete trade in and transfer information in section 5 (if applicable).
10. Enter the amount, kind & date of lien as well as the lienholder's name and address in section 6 of the title.
11. List the insurance information in section 7 of the title. Be sure to include the NAIC #.
12. When using a WV title all West Virginia dealer reassignments must be made on the back of the title. Dealer's form TM-5 cannot be used in conjunction with the WV title.
13. When the last reassignment (Section 4) is from a dealer to another WV dealer, the last dealer must get a dealer title. No further reassignments are allowed.
14. Make sure all fees are correct.



DL or ID  
Number

PLEASE  
COLLECT THE  
ID/DL  
NUMBER OF  
NEW OWNER  
FOR DMV  
RECORDS

DMV  
Logo

FOR DIVISION USE ONLY

R	N	T	E
CLASS			
LICENSE #			
EXP. DATE			
DL OR ID # →			

DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES



The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

MAKE/BODY	YEAR MODEL	VEHICLE/BOAT IDENTIFICATION NO.	WEIGHT/LENGTH	TITLE NUMBER	PREVIOUS TITLE NUMBER
-----------	---------------	------------------------------------	---------------	-----------------	--------------------------

Said Division further certifies that from said verified application, the above described vehicle/boat is subject to lien(s) and encumbrance(s) described below, and none other, that is to say:

**FIRST LIEN**

Name and mailing address of Lienholder

**RELEASE**

This lien was fully paid, satisfied, and released on this, the

day of \_\_\_\_\_, 20\_\_

Name of  
Lienholder  
Signature of  
Person or Officer (X)

taken, subscribed, and sworn before me on this, the

day of \_\_\_\_\_, 20\_\_

Notary  
Public (X)

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

**SECOND LIEN**

Name and mailing address of Lienholder

**RELEASE**

This lien was fully paid, satisfied, and released on this, the

day of \_\_\_\_\_, 20\_\_

Name of  
Lienholder  
Signature of  
Person or Officer (X)

taken, subscribed, and sworn before me on this, the

day of \_\_\_\_\_, 20\_\_

Notary  
Public (X)

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20\_\_



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division on the month, day, and year set beneath the name of the applicant in this Title.

WVC-1415159

DO NOT ACCEPT THIS TITLE UNLESS IT CONTAINS AN EAGLE WATERMARK. HOLD TO LIGHT TO VIEW.



# SALE PRICE

BUYER (1 & 7)

ODOMETER

SELLER

TRADE &  
TRANSFER

LIEN INFO

INSURANCE &  
NAIC

**COMPLETE IN BLUE OR BLACK INK ONLY**  
Federal and State law requires that you certify the mileage in connection with the transfer of ownership.  
Failure to certify or providing a false statement of vehicle mileage may result in fines and/or imprisonment.

**ASSIGNMENT OF CERTIFICATE OF TITLE**  
The undersigned hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Sale Price \$	Trade In \$	Net Cost \$	5% Tax \$
---------------	-------------	-------------	-----------

Printed Name of Buyer(s) \_\_\_\_\_ Address \_\_\_\_\_

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"  
☐ No Tenth's ☐ **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Signature of Seller(s) or Dealer \_\_\_\_\_ Printed Name of Seller(s) or Dealer \_\_\_\_\_ Dealer's License Certificate No. \_\_\_\_\_ Date of Sale \_\_\_\_\_  
(X) \_\_\_\_\_

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): \_\_\_\_\_ Printed Name(s) of Buyer(s): \_\_\_\_\_ **WARNING: THIS APPLICATION MUST NOT BE SIGNED UNLESS THE PRINTED NAME AND ADDRESS OF THE BUYER(S) APPEAR ABOVE.**

**1st RE-ASSIGNMENT BY DEALER ONLY**  
Sale Price \$ \_\_\_\_\_ Trade In \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 5% Tax \$ \_\_\_\_\_

The undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) \_\_\_\_\_ Address \_\_\_\_\_

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"  
☐ No Tenth's ☐ **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Signature Dealer/Agent: \_\_\_\_\_ Printed name of Dealer/Agent \_\_\_\_\_ Dealer's License Certificate No. \_\_\_\_\_ Date of Sale \_\_\_\_\_  
(X) \_\_\_\_\_

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): \_\_\_\_\_ Printed Name(s) of Buyer(s): \_\_\_\_\_

**2nd RE-ASSIGNMENT BY DEALER ONLY**  
Sale Price \$ \_\_\_\_\_ Trade In \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 5% Tax \$ \_\_\_\_\_

The undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) \_\_\_\_\_ Address \_\_\_\_\_

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"  
☐ No Tenth's ☐ **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Signature Dealer/Agent: \_\_\_\_\_ Printed name of Dealer/Agent \_\_\_\_\_ Dealer's License Certificate No. \_\_\_\_\_ Date of Sale \_\_\_\_\_  
(X) \_\_\_\_\_

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): \_\_\_\_\_ Printed Name(s) of Buyer(s): \_\_\_\_\_

**3rd RE-ASSIGNMENT BY DEALER ONLY**  
Sale Price \$ \_\_\_\_\_ Trade In \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 5% Tax \$ \_\_\_\_\_

The undersigned Dealer hereby certifies that, for the sale price herein stated, the vehicle/boat described in this title has been transferred to the following Buyer(s) named below:

Printed Name of Buyer(s) \_\_\_\_\_ Address \_\_\_\_\_

"I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:"  
☐ No Tenth's ☐ **CAUTION: READ CAREFULLY BEFORE YOU CHECK A BLOCK** ☐ 1. The mileage stated is in excess of its mechanical limits. ☐ 2. The odometer reading is not the actual mileage. **WARNING-ODOMETER DISCREPANCY**

Signature Dealer/Agent: \_\_\_\_\_ Printed name of Dealer/Agent \_\_\_\_\_ Dealer's License Certificate No. \_\_\_\_\_ Date of Sale \_\_\_\_\_  
(X) \_\_\_\_\_

"I am aware of the above odometer certification made by the seller."

Signature(s) of Buyer(s): \_\_\_\_\_ Printed Name(s) of Buyer(s): \_\_\_\_\_

**TRANSFER AND TRADE-IN INFORMATION**  
Sale Price \$ \_\_\_\_\_ Trade In \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 5% Tax \$ \_\_\_\_\_  
(Credit allowed only on vehicles/boats registered in WV and tax has been paid by applicant)

Description of vehicle/boat traded in: { 1. Make \_\_\_\_\_ Year \_\_\_\_\_ VIN No. \_\_\_\_\_ Title No. \_\_\_\_\_  
2. Make \_\_\_\_\_ Year \_\_\_\_\_ VIN No. \_\_\_\_\_ Title No. \_\_\_\_\_

Registration plates exchanged or transferred from: Make \_\_\_\_\_ Year \_\_\_\_\_ VIN No. \_\_\_\_\_ License No. \_\_\_\_\_

**LIENHOLDER INFORMATION (FEE: \$5.00)**  
Amount \$ \_\_\_\_\_ Kind \_\_\_\_\_ Lienholder \_\_\_\_\_  
Date of Lien \_\_\_\_\_ Address of Lienholder \_\_\_\_\_

**INSURANCE STATEMENT**  
INSURANCE MUST BE IN EFFECT WHEN APPLICATION IS RECEIVED.  
Effective Date of Insurance Policy: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Name of Insurance Company \_\_\_\_\_  
Name of Agent \_\_\_\_\_  
Insurance Policy Number \_\_\_\_\_ NAIC# \_\_\_\_\_

**BUYER'S CERTIFICATE OF TITLE**  
Name of Buyer(s) must be entered legibly and exactly as they are to appear on the new Certificate of Title. If the title reads "and" both signatures must appear.  
Printed name of Buyer(s) \_\_\_\_\_  
Address of Buyer(s) \_\_\_\_\_  
"I/We hereby state, under penalty of false swearing, that the statements made herein are true and correct to the best of my/our knowledge and belief."  
(X) \_\_\_\_\_ (X) \_\_\_\_\_ Date \_\_\_\_\_

**Any change, alteration, or erasure on any re-assignment(s) will void this title.** TITLE NUMBER

NO ADDITIONAL RE-ASSIGNMENTS PERMITTED

DEALER  
ONLY 2-3-4

BUYER  
INFORMATION

# How To Check An Out-Of-State Title

- Must have out-of-state title or Manufacturers Statement of Origin (MSO).
- Must have a completed DMV-1-TR (Form 1).
- Check vehicle information on title against information completed on the Form 1.
- Look for information on front of out-of-state title. Lien must be released.

# How To Check An Out-Of-State Title – (Continued)

- Make sure name & address of purchaser is listed on back of the title.
- If the state requires a notary, make sure the reassignment on back of the title is notarized.
- Make sure odometer reading is listed on back of title.

# How To Check An Out-Of-State Title – (Continued)

- If lien information is listed on the TM-5, check it against the information listed on DMV-1TR.
- Make sure DMV-1TR is signed.
- List insurance information and NAIC number on DMV-1TR, if applicable.
- The Division will need either a dealer invoice or dealer certification on DMV-1TR.
- **Make sure that the customer and the lienholder's address match on all documents.**

DMV-1-TM  
Rev. 08/2010

STATE OF WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
CHARLESTON 25317

Application for a Certificate of Title for a Motor Vehicle

TYPE OR PRINT IN BLUE OR BLACK INK

MAKE CHECKS PAYABLE TO DIVISION OF MOTOR VEHICLES

The owner(s) of the following vehicle make application for a certificate of title for that vehicle and for that purpose state the following:

NAME \_\_\_\_\_  
(Name of purchaser to be written plainly and exactly as it is to appear on the Certificate of Title)  
MAILING ADDRESS \_\_\_\_\_  
Number Street City or Town County State Zip Code

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ V. I. N. \_\_\_\_\_  
STYLE OF BODY \_\_\_\_\_  
Odometer Reading \_\_\_\_\_ (No Tenths)  
Title Brands: ☐ SALVAGE ☐ RECONSTRUCTED  
☐ OTHER \_\_\_\_\_  
Passenger vehicle only: TRUCKS (Registered GVW) \_\_\_\_\_

Purchase Price \$ \_\_\_\_\_ Trade-in \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 5% Sales Tax \_\_\_\_\_  
(Credit allowed only on vehicles registered in West Virginia and the tax paid thereon by applicant)

TRADE-IN DESCRIPTION  
1) MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SERIAL NO. \_\_\_\_\_ WEST VIRGINIA TITLE NUMBER \_\_\_\_\_  
2) MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ SERIAL NO. \_\_\_\_\_ WEST VIRGINIA TITLE NUMBER \_\_\_\_\_

Registration Plate Transferred from: (Send copy of registration card both sides)  
Make of vehicle \_\_\_\_\_ Weight \_\_\_\_\_ Serial Number \_\_\_\_\_ Title Number \_\_\_\_\_ License Number \_\_\_\_\_

LIENS AND ENCUMBRANCES  
1. Name \_\_\_\_\_ Amount \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Street City State Zip Code Kind of Lien C/S/C D/T S/A Date \_\_\_\_\_  
2. Name \_\_\_\_\_ Amount \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Street City State Zip Code Kind of Lien C/S/C D/T S/A Date \_\_\_\_\_

I hereby state that there is a motor vehicle liability policy in effect on the described vehicle in accordance with the provisions of the West Virginia Motor Vehicle Laws and certify that the statements made are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law § 17A-2-11 - Endorsement Application.

Effective date of insurance policy: From \_\_\_\_\_ To \_\_\_\_\_  
Name of Insurance Company \_\_\_\_\_  
Name of Insurance Agent \_\_\_\_\_  
Insurance Policy Number \_\_\_\_\_  
National Association Insurance Commissioners (NAIC) Number \_\_\_\_\_  
TITLE APPLICATION MUST BE SIGNED BY OWNER  
If Title reads "AND" Both Signatures of Owners Must Appear  
OWNER'S SIGNATURE \_\_\_\_\_  
OWNER'S SIGNATURE \_\_\_\_\_

INSURANCE MUST BE IN EFFECT WHEN APPLICATION RECEIVED.  
DEALER CERTIFICATION

This is to certify that the above described vehicle was acquired from \_\_\_\_\_ on  
month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ and sold to the above named purchaser on month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_.

The undersigned dealer further certifies that the sale price, trade-in and net cost are true and correct and that the Federal Odometer Regulation has been satisfied. Federal Regulations Require you to State the Odometer Mileage Upon Transfer of Ownership.

I certify to the best of my knowledge that the odometer reading is \_\_\_\_\_ and reflects the actual mileage of the vehicle unless one of the following statements is checked.

- ☐ 1. Mileage stated is in excess of its mechanical limits.  
☐ 2. The odometer reading is not the actual mileage - WARNING-ODOMETER DISCREPANCY.

Dealer Name \_\_\_\_\_  
Address \_\_\_\_\_  
Signature (X) \_\_\_\_\_  
Dealer Number \_\_\_\_\_

VEHICLE INFO

BUYER INFO

ODOMETER

SALE PRICE

TRADE &  
TRANSFER

LIEN INFO

INSURANCE &  
NAIC

BUYERS  
SIGNATURE

DEALER  
CERTIFICATION



**LEGAL NOTICE:** ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT.

MAKE	MODEL	YEAR	BODY	VEHICLE IDENTIFICATION NUMBER
<b>(1) REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER</b>				
The undersigned hereby certifies that the vehicle described in this title has been transferred to the following <b>PRINTED</b> name and address:				
NAME OF PURCHASER: _____				
ADDRESS: _____				
WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS:				
LIEN IN FAVOR OF: _____ AMOUNT: \$ _____				
LIENHOLDER'S ADDRESS: _____				
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:				
<div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">NO TENTHS</div><div style="flex-grow: 1;"><div><input type="checkbox"/> 1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.</div><div><input type="checkbox"/> 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.</div><div style="text-align: center;">WARNING: ODOMETER DISCREPANCY</div></div></div>				
SIGNATURE OF DEALER: _____ DEALER NUMBER: _____				
PRINTED NAME OF DEALER: _____ DATE OF SALE: _____				
DEALER'S ADDRESS: _____				
BUYER'S SIGNATURE(S): _____				
BUYER'S PRINTED NAME(S): _____				
<b>(2) REASSIGNMENT BY LICENSED WEST VIRGINIA DEALER</b>				
The undersigned hereby certifies that the vehicle described in this title has been transferred to the following <b>PRINTED</b> name and address:				
NAME OF PURCHASER: _____				
ADDRESS: _____				
WITH WARRANTY TO BE FREE OF ALL ENCUMBRANCES EXCEPT AS FOLLOWS:				
LIEN IN FAVOR OF: _____ AMOUNT: \$ _____				
LIENHOLDER'S ADDRESS: _____				
I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked:				
<div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">NO TENTHS</div><div style="flex-grow: 1;"><div><input type="checkbox"/> 1. THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS.</div><div><input type="checkbox"/> 2. THE ODOMETER READING IS NOT THE ACTUAL MILEAGE.</div><div style="text-align: center;">WARNING: ODOMETER DISCREPANCY</div></div></div>				
SIGNATURE OF DEALER: _____ DEALER NUMBER: _____				
PRINTED NAME OF DEALER: _____ DATE OF SALE: _____				
DEALER'S ADDRESS: _____				
BUYER'S SIGNATURE(S): _____				
BUYER'S PRINTED NAME(S): _____				

DEALER  
SIGNATURE

# Manufacturers Statement of Origin (MSO)

- Odometer Disclosure is on back of the MSO. If completed on MSO – a separate odometer is not required.
- Supplemental dealer reassignments can be made when all spaces on the MSO have been filled.

# Manufacturers Statement of Origin (MSO)

- Once a vehicle is titled from an MSO, it is considered a used vehicle. OH and PA does not have a reassignment form. They are permitted after all the space has been used to make a copy of the back of a blank MSO and assign on that copy.



# Odometer Requirements

- When a motor vehicle is sold or transferred, the odometer reading must be recorded in the assignment section by the seller. If the title does not include this section for this purpose, the seller may record the mileage on an odometer statement on a form available from the DMV.
- An odometer disclosure is ALWAYS required, unless:
  - The vehicle is non-motorized
  - The vehicle has a registered gross weight or gross vehicle weight rating or more than 16,000 pounds
- As of January 1<sup>st</sup>, 2021, all vehicle models year 2010 and before will not require an odometer reading. Vehicle model years 2011 and after will require an odometer reading for up to 20 years.
- Recording a vehicle's mileage and ensuring the accuracy of such recordings is part of the DMV's efforts to protect consumers. Recording mileage history helps legal authorities to detect and prove cases of odometer tampering, or the illegal practice of rolling back a vehicle's mileage. When this occurs, the true condition of the vehicle is misrepresented, and the buyer is deceived.

*This document certifies the odometer reading of a vehicle at the time of its sale. Both seller and buyer are required to acknowledge the odometer reading certified on this document.*

*You do not need to use this document if: (1) the vehicle is twenty (20) or more years old, (2) the vehicle is non-motorized, (3) the gross vehicle weight of the vehicle exceeds 16,000 pounds, or (4) if the vehicle's West Virginia Certificate of Title was issued after January 1, 1991.*

*All West Virginia Certificate of Titles issued after January 1, 1991 require the odometer certification to be completed on the back side of the title document. West Virginia Certificate of Titles issued prior to January 1, 1991 do not contain an odometer certification section on the back side of the document. For this reason, the Odometer Certification (this document) must be used.*

## \*\* PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION \*\*

### VEHICLE INFORMATION

Year \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_ Body Type \_\_\_\_\_  
Gross Vehicle Weight \_\_\_\_\_ VIN Number \_\_\_\_\_

### SELLER'S INFORMATION

Name (Last, First, and Middle) \_\_\_\_\_  
Address \_\_\_\_\_

### ODOMETER DISCLOSURE STATEMENT

**Federal and State law require that you state the odometer mileage upon transfer of ownership. Failure to complete this form or providing a false statement may result in fines and/or imprisonment.**

I, \_\_\_\_\_, the seller, state that the odometer reads \_\_\_\_\_ (no tenths) miles, on the date certified below, and to the best of my knowledge reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked:

- ☐ The mileage stated is in excess of its mechanical limits. ☐ The odometer reading is NOT the actual mileage.  
**WARNING: ODOMETER DISCREPANCY (NOTARY REQUIRED)**

(X) \_\_\_\_\_  
SELLER'S SIGNATURE \_\_\_\_\_ SELLER'S CERTIFICATION DATE \_\_\_\_\_

### BUYER INFORMATION AND CERTIFICATION (TO BE COMPLETED BY THE BUYER)

Name (Last, First, and Middle) \_\_\_\_\_  
Address \_\_\_\_\_

(X) \_\_\_\_\_  
BUYER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*The buyer will retain this statement once it is completed and submit it, along with the title provided by the seller, to the WV DMV in order to apply for the new certificate of title to this motor vehicle.*

### + THIS SECTION IS ONLY REQUIRED WHEN REQUESTED DUE TO TITLE/ODOMETER DISCREPANCY

#### SELLER'S SIGNATURE - NOTARY CERTIFICATION

Subscribed and sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

(X) \_\_\_\_\_  
NOTARY PUBLIC SIGNATURE  
My Commission expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

#### BUYER'S SIGNATURE - NOTARY CERTIFICATION

Subscribed and sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

(X) \_\_\_\_\_  
NOTARY PUBLIC SIGNATURE  
My Commission expires \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

# Titling a Salvage Vehicle

The following must be submitted to the DMV in order to receive a West Virginia salvage title:

- The WV or out of state salvage title, with all required information completed, assigned to the insurance company.
- A properly completed Form DMV-SV-1 (Salvage Title Application)
- Must complete sections 1 and especially 7 of the WV title along with the DMV-SV-1

# Titling a Salvage Vehicle (Continued)

- Odometer disclosure information must be recorded on the back of the title at the time of transfer.
- Payment of a \$22.50 processing fee.

# Titling a Salvage Vehicle (Continued)

- When applying for owner retained salvage, Form SV-6 must be submitted and signed by the insurance company. You must include the WV title and current registration card. We will not accept form SV-1 for owner retained salvage.
- Once a vehicle is a non-repair it can be sold, but cannot be retitled.
- We are unable to process a duplicate title for a non-repairable vehicle.

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

### Vehicle Information

[illegible]

Style of Body \_\_\_\_\_ Weight \_\_\_\_\_ or \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
PASSENGER VEHICLE TRUCKS GVW

**COMPLETE THIS SECTION  
IF APPLICABLE**

☐ Requesting NON-REPAIRABLE Certificate  
(Over 75% damaged & not to be reconstructed.)  
**NO FEE IS DUE**

☐ Flood Damage  
\$22.50 FEE

☐ Fire Damage  
\$22.50 FEE

☐ Salvage  
\$22.50 FEE

**INDICATE DAMAGE BY CHECKING THE APPROPRIATE BOX, OR LIST PART UNDER "OTHER".**

<input type="checkbox"/> Front Bumper	<input type="checkbox"/> Windshield	<input type="checkbox"/> Rear Bumper
<input type="checkbox"/> Grill Assembly	<input type="checkbox"/> Side Glass - Left	<input type="checkbox"/> Frame
<input type="checkbox"/> Hood	<input type="checkbox"/> Side Glass - Right	<input type="checkbox"/> Suspension
<input type="checkbox"/> Fender - Left	<input type="checkbox"/> Rear Glass	<input type="checkbox"/> Seats
<input type="checkbox"/> Fender - Right	<input type="checkbox"/> Roof Panel	<input type="checkbox"/> Radio Unit
<input type="checkbox"/> Door Front - Left	<input type="checkbox"/> Qtr. Panel - Left	<input type="checkbox"/> Battery
<input type="checkbox"/> Door Front - Right	<input type="checkbox"/> Qtr. Panel - Right	<input type="checkbox"/> Dash Panel
<input type="checkbox"/> Door Rear - Left	<input type="checkbox"/> Deck Lid	<input type="checkbox"/> Engine
<input type="checkbox"/> Door Rear - Right	<input type="checkbox"/> Rear Door S/W	<input type="checkbox"/> Other ➡

Other Includes: Boats, Campers, Cycles, and misc.

**Lienholder Information** (If required)

Name \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

### Applicant Certification

I hereby certify under penalty of fines and/or imprisonment, that the statements made herein are correct to the best of my knowledge and belief.

PRINTED NAME OF INSURANCE COMPANY OR OWNER

(X) \_\_\_\_\_ / /  
ORIGINAL SIGNATURE OF INSURANCE COMPANY REPRESENTATIVE OR OWNER (NO COPIES OR STAMPS) DATE

**\*ANY ALTERATIONS OR ERASURES WILL VOID THIS FORM.**





## RECONSTRUCTED VEHICLE INSPECTION SCHEDULE

### Beckley DMV

107 Pinecrest Drive  
10:00 am-1:00 pm  
2nd & 4th Fri. of the Month

### Charleston DMV

5707 MacCorkle Avenue, SE  
9:30 am-1:00 pm  
2nd & 4th Tues. of the Month

### Clarksburg DMV

153 West Main Street  
9:30 am-3:00 pm 2nd & 4th Thurs.  
9:30 am-2:30 pm 2nd & 4th Fri.  
of the Month

### Elkins DMV

1029 North Randolph Avenue  
9:30 am-12:00 pm  
2nd & 4th Tues. of the Month

### Huntington DOH

US Route 60  
(1/4 mile East of Barboursville)  
9:30 am-3:00 pm 2nd & 4th  
Wed. and Thurs. of the Month

### Lewisburg DMV

148 Maplewood Avenue  
10:00 am-12:00 pm  
2nd & 4th Wed. of the Month

### Martinsburg DMV

38 Severna Parkway  
10:30 am-2:30 pm  
2nd & 4th Tues. of the Month

### Morgantown DMV

1525 Decker's Creek Blvd.  
10:30 am-2:30 pm  
2nd & 4th Mon. of the Month

### Moundsville DMV

400 Teletech Drive, Suite 100  
10:30 am-2:00 pm  
2nd Tues. of the Month

### Parkersburg DMV

601 Lubeck Avenue  
10:00 am-2:00 pm  
2nd & 4th Thurs. of the Month

### Princeton DMV

198 Davis Street  
10:00 am-1:00 pm  
2nd & 4th Thurs. of the Month

### Summersville DMV

2 Armory Way  
12:00 pm -2:00 pm  
1st & 3rd Tues. of the Month

### Weirton DMV

100 Municipal Plaza, Suite 100  
10:30 am-2:00 pm  
4th Tues. of the Month

### Williamson DMV

225 East 3rd Avenue  
10:00 am-12:00 pm  
2nd & 4th Wed. of the Month



### - THESE INSPECTION TIMES ARE SUBJECT TO CHANGE -

Inspection schedule times and dates are subject to change around holidays. If an inspection day falls on or near a holiday, call Dealer Services to ensure that inspections will be taking place as scheduled.

## WHAT YOU NEED TO KNOW BEFORE YOU BEGIN...

- 1.) A vehicle cannot be reconstructed if it has been defined or branded as junk or non-repairable.
- 2.) If you want to title an out-of-state salvage vehicle in West Virginia, you must first exchange the out-of-state vehicle title by completing a Salvage Certificate Application (DMV-SV-1).
- 3.) A vehicle with a salvage title cannot be registered on any public highway until it has been inspected and retitled as a reconstructed vehicle.
- 4.) A vehicle branded with a salvage title cannot be operated on a public highway unless a one-trip-permit is issued by the WV State Police for the purpose of driving it to the inspection.  
**Note:** A licensed WV Dealer may use their 'Demonstration' tag to transport a vehicle.
- 5.) Airbags on salvage vehicles must be intact or replaced to manufacturers specifications to be eligible for a reconstructed Certificate of Title.
- 6.) Make copies of all salvage and reconstructed vehicle records, receipts, and photos and retain them for at least three years.
- 7.) For any questions concerning the completion of a salvage title or any other related documents, please contact the Salvage Unit at (304) 926-3971.

### QUESTIONS?

#### Contact:

Dealer Services  
PO Box 17100  
Charleston, WV 25317

1(800)642-9066  
1(304)926-0705  
dmv.wv.gov



## THE TITLING PROCESS FOR Salvage Vehicles & Reconstructed Vehicles





## APPLYING FOR A SALVAGE CERTIFICATE OF TITLE

If you already have a WV salvage *Certificate of Title* you may proceed to the next section: *Applying for a Reconstructed Certificate of Title*.

You must apply for a WV salvage *Certificate of Title*, before you begin the process of reconstructing a salvage vehicle.

- 1 To apply for a WV salvage *Certificate of Title*, you will need to gather the items below:
  - A.) The vehicle's title/*Certificate of Title* with all required information completed, assigned to, or in the name of, the person(s) submitting the title
  - B.) A properly completed *Salvage Certificate Application (DMV-SV-1)*
  - C.) The Odometer disclosure information recorded on the back of the *Certificate of Title* or an *Odometer Certification (DMV-TM-1)* for nonconforming titles (Vehicles over ten years old are exempt from this requirement)
  - D.) A \$22.50 fee to process the application
- 2 Make copies of all salvage titles and related applications as outlined above, then submit them to DMV.

*Do not* submit a *Bill of Sale* with a salvage title application. The owner(s) of a vehicle with a WV salvage *Certificate of Title* are responsible for making sure the proper section (Assignment or Reassignment by Dealer Only) is properly completed and signed by the seller.
- 3 If your request is approved by DMV you will receive a WV salvage *Certificate of Title* and can proceed with reconstructing the vehicle.

## APPLYING FOR A RECONSTRUCTED CERTIFICATE OF TITLE

Once you've obtained a WV salvage *Certificate of Title*, you may begin the vehicle reconstruction process.

- 1 Take "before" photographs of the vehicle from the front, rear, and both sides. Retain the photos with all other reconstruction records for at least three years.
- 2 As you are reconstructing the vehicle, keep all related receipts for parts, equipment, materials, and labor expenses. These must be made available to the DMV reconstructed vehicle inspector in step four.

If major component parts from another vehicle are used, the VIN of that vehicle must be provided. Major components include: front clip assembly related parts; fenders; grill; hood; bumper; engine; transmission; rear clip assembly related parts; quarter panels; floor panels; and two or more doors.
- 3 After reconstructing the vehicle, it must pass the state safety inspection.

You may haul the vehicle to any official inspection station licensed by the WV State Police, or obtain a one-trip-permit from the WV State Police if you wish to drive the vehicle to the state safety inspection. If passed, the inspector will issue the inspection decal (good for 12 months) and complete and certify the *Certificate of Inspection (DMV-202-TR)*.
- 4 Next, the vehicle must be examined by a WV DMV reconstructed vehicle inspector.
  - A.) You may wish to call ahead to ensure the reconstructed vehicle inspection station you plan to visit is open. The inspection schedule on the reverse side of this brochure will give you locations, as well as dates and times that inspections typically take place.



- B.) Vehicles with salvage titles may only be driven to an inspection station if a one-trip-permit has been obtained from the WV State Police. Otherwise, the reconstructed vehicle must be towed or hauled to the reconstructed vehicle inspection.
  - C.) Present the inspector with all "before" photographs taken of the vehicle and the WV salvage *Certificate of Title*.
- 5 Once a rebuilt vehicle and all pertinent records have been approved by the WV DMV reconstructed vehicle inspector, the owner(s) must apply for a reconstructed *Certificate of Title*.

To obtain a reconstructed *Certificate of Title*, you must submit the following to DMV:

  - A.) A properly assigned WV salvage *Certificate of Title* with the odometer disclosure completed
  - B.) The original *Reconstructed Vehicle Examination (DMV-SV-3)*, completed by the owner(s) and signed by the DMV reconstructed vehicle inspector
  - C.) The *Certificate of Inspection (DMV-202-TR)* by the inspector
  - D.) A \$35.00 inspection fee, plus any other applicable fees



## SALVAGE INSPECTION SCHEDULE

LOCATION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>BECKLEY DMV</b>												
107 PINECREST DRIVE BECKLEY, WV	8	12	12	9	14	13	9	13	10	8	5	3
10:00-1:00	22	26	26	23	28	25	23	27	24	22	19	17
<b>CLARKSBURG DMV</b>												
153 W MAIN STREET CLARKSBURG, WV	14	11	11	8	13	10	8	12	9	14	4	2
9:30-3PM Thursday	15	12	12	9	14	11	9	13	10	15	5	3
9:30-2:30 Friday	28	25	25	22	27	24	22	26	23	28	18	16
<b>ELKINS DMV</b>												
107 N RANDOLPH AVE ELKINS, WV	12	9	9	13	11	8	13	10	14	12	2	7
9:30-12:00	26	23	23	27	25	22	27	24	28	26	16	21
<b>HUNTINGTON CO H</b>												
RT. 60 .25 MILES EAST OF BARBOURSVILLE, WV	13	10	10	14	12	9	14	11	8	13	3	1
9:30-2:30	14	11	11	15	13	10	15	12	9	14	4	2
<b>KANAWHA CITY DMV</b>												
5707 MACCORKLE AVE CHARLESTON, WV	27	24	24	28	26	23	28	25	22	27	17	15
9:30-1:00	28	25	25	29	27	24	29	26	23	28	18	16
<b>LEWISBURG DMV</b>												
148 MAPLEWOOD AVE LEWISBURG, WV	12	9	9	13	4	8	13	10	14	12	2	14
10:00-2:00	26	23	23	27	18	22	27	24	28	26	16	28
<b>MARTINSBURG DMV</b>												
98 SEVERNA PARKWAY MARTINSBURG, WV	13	10	10	14	12	9	14	11	8	13	3	1
10:30-2:30	27	24	24	28	26	23	28	25	22	27	17	15
<b>MORGANTOWN DMV</b>												
1525 DECKERS CREEK BLVD MORGANTOWN, WV	11	8	8	12	10	14	12	9	13	4	1	13
10:30-2:30	25	22	22	26	24	28	26	23	27	18	15	27
<b>MOUNDSVILLE DMV</b>												
400 TELETECH DRIVE MOUNDSVILLE, WV	12	9	9	13	11	8	13	10	14	12	9	7
10:30-2:00												
<b>PARKERSBURG DMV</b>												
601 LUBECK AVE PARKERSBURG, WV	14	11	11	8	13	10	8	12	9	14	4	2
10:00-2:00	28	25	25	22	27	24	22	26	23	28	18	16
<b>PRINCETON DMV</b>												
198 DAVIS STREET PRINCETON, WV	14	11	11	8	13	10	8	12	9	14	4	2
10:00-1:00	28	25	25	22	27	24	22	26	23	28	18	16
<b>SUMMERSVILLE DMV</b>												
2 ARMORY WAY 12:00-2:00	5	2	2	6	4	1	6	3	7	5	2	7
<b>WEIRTON DMV</b>												
100 MUNICIPAL PLAZA 10:30-2:00	19	16	16	20	18	15	20	17	21	19	16	21
<b>WILLIAMSON DMV</b>												
225 EAST 3RD AVE WILLIAMSON, WV	26	23	23	27	25	22	27	24	28	26	16	14
10:00-12:00												

## Abandoned Vehicle Check List

**Only WV Towing Companies, WV Repair Facilities, WV Auto Auctions, WV Salvage Yards and WV Dealers can apply for an Abandoned Vehicle. There is no tax charged on abandoned vehicles.**

- ☐ DMV-1-TR (Form-1 / Title Application)
- ☐ DMV-130-TR (Application for Possession of a Junked or Abandoned Motor Vehicle)
- ☐ DMV-1B (V.I.N. Verification)
- ☐ DMV-100-TR (Request for Vehicle Information, must already be processed by the Record Dept.)
- ☐ TM-1 (Odometer Certification) (If Applicable)
- ☐ Original Signature Cards from the Certified Mailings to the Owner and Lien Holder (Address provided from records must be the address used for certified mail). If no previous owner found, then must have proof of newspaper ad (Certified Class 1 legal advertisement)
- ☐ Copy of record from either WV's Record Department or previous state's Record Department
- ☐ Copy of letter that was sent to the lien holder or previous owner.
- ☐ Check NADA Value (If over \$9,500 owner must go through a Sheriff Sale. If NADA is \$9,500 or higher but value is lowered due to damage, then a certified appraisal from a third party showing the cost of the necessary repairs must be presented or the original repair estimate. If the repairs do not lower the vehicle under \$9,500 then a Sheriff Sale must still be conducted.)
- ☐ Title Fee
- ☐ Registration Fee (If Applicable)

# Affidavit for Possession of a Junked or Abandoned Vehicle

§17-24A-1

(3) "Abandoned motor vehicle" means any motor vehicle, or major part thereof, which is inoperative and which has been abandoned on public property for any period over five days, other than in an enclosed building or in a licensed salvage yard or at the business establishment of a demolisher; or any motor vehicle, or major part thereof, which has remained on private property without consent of the owner or person in control of the property for any period over five days; or any motor vehicle, or major part thereof, which is unattended, discarded, deserted and unlicensed and is not in an enclosed building, a licensed salvage yard or the actual possession of a demolisher *Provided*, That a motor vehicle, or major part thereof, is not an abandoned motor vehicle if: (a) The owner of the motor vehicle is storing the motor vehicle on the owner's property; (b) the motor vehicle is being stored for the purpose of using its parts on other motor vehicles owned by the owner; (c) the owner owns other motor vehicles similar to the motor vehicle being stored; and (d) the owner is a business licensed to do business in the State of West Virginia and not in the primary business of offering motor vehicles or parts thereof for sale.

DMV-130-TR  
REV 08/21

West Virginia Department of Transportation

## Division of Motor Vehicles

### Affidavit for Possession of a Junked or Abandoned Motor Vehicle



1-800-642-9066  
dmv.wv.gov

**THIS FORM IS USED ONLY WHEN A VEHICLE HAS A LOAN VALUE OF \$9,500 OR LESS.**

Complete titling instructions, information, and forms required when applying for possession of a junked or abandoned motor vehicle are listed on the back of this page. Please read both sides of this form carefully and submit all required documentation with your application. This form must be printed in ink or typed. Any alterations or erasures will void this document.

This affidavit is to be used by a West Virginia motor vehicle dealer, a motor vehicle repair facility, or a person/entity hired by a West Virginia enforcement agency or auto auctions for securing a West Virginia title for a junked or abandoned motor vehicle.

I/we, the undersigned, certify that the motor vehicle described herein will be sold due to the failure of the registered owner, named herein, to meet their obligation of payment for towing, storage, repairs, etc., and that all West Virginia Motor Vehicle laws have been complied with regarding the giving due notice and authority to dispose of the vehicle at a private sale or public auction.

#### A) Registered Vehicle Owner, Vehicle Information, and Applicant for Title Information

NAME OF LAST REGISTERED OWNER (IF KNOWN)

ADDRESS OF LAST REGISTERED OWNER (IF KNOWN)

COUNTY

STATE

ZIP

LIENHOLDER (IF APPLICABLE)

Year

MAKE

Title No.

VIN No.

STATE

NAME OF APPLICANT FOR TITLE

LOAN VALUE

☒ (X)

SIGNATURE OF APPLICANT

DATE

#### B) Law Enforcement Certification (IF APPLICABLE)

The following person or entity applying for a title to this vehicle has been hired by this agency to the vehicle listed above:

NAME OF PERSON/ENTITY HIRED

NAME OF LAW ENFORCEMENT AGENCY

☒ (X)

SIGNATURE OF LAW ENFORCEMENT OFFICER

BADGE/UNIT NUMBER

DATE PERSON/ENTITY WAS HIRED TO TAKE POSSESSION OF VEHICLE



# Affidavit for Possession of a Junked or Abandoned Vehicle (Continued)

DMV-100-TR  
REV 06/17

## West Virginia Department of Transportation Division of Motor Vehicles Request for Vehicle Information

PO Box 17150 • Charleston, WV 25317



Call • 304-926-3909 | Fax • 304-926-3881  
www.dmv.wv.gov

### A.) Requester Information • Complete all requested information on form (front and back).

Name \_\_\_\_\_ Daytime Telephone ( ) - \_\_\_\_\_  
Address \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

### B.) Affidavit of Intended Use • Please check all sections that apply.

- ☐ 1. For use by any government agency, including court or law enforcement agency in carrying out its functions, or any private person or entity acting on behalf of a Federal, State or local agency, in carrying out its functions. **The agency making the request must submit a signed letter, on letterhead, explaining why this information is needed.**
- ☐ 2. For use in connection with matters of motor vehicle or driver safety; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research, and removal and non-owner records from the original owner records of motor vehicle manufacturers.
- ☐ 3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:  
A.) For the purpose of verifying the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and  
B.) If the information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against the individual; and  
**C.) This request must be accompanied by a signed letter, on business letterhead, explaining why this information is needed.**
- ☐ 4. For use in connection with a civil, criminal, administrative, or arbitral proceeding in any Court or Governmental agency or before a self-regulatory body, including the service of process, the execution or enforcement of judgments and orders, or pursuant to any order of a Federal, State, or Local Court. **All requests must include the court docket number.**
- ☐ 5. For use by an insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors in connection with claim investigation activities, anti-fraud activities, rating or underwriting. **All requests must be accompanied by a signed letter, on business letterhead, explaining why this information is needed.**
- ☐ 6. For use in providing notice to the owners of towed or impounded vehicles (ex. abandoned vehicles): State \_\_\_\_\_  
Lienholder \_\_\_\_\_ Initials \_\_\_\_\_
- ☐ 7. For use by any licensed private investigator agency or licensed security service for any purpose permitted by the Uniform Motor Vehicle Records Disclosure Act §17A-2A-7. **All requests must be accompanied by a signed letter, on business letterhead, from the employer listing a court docket number, insurance claim number, or explanation for the request from the government agency employing the service.**
- ☐ 8. For use in connection with the operation of private toll transportation facilities.
- ☐ 9. Individual request. **Personal information will be redacted on requests about others unless accompanied by written consent.**

YOU MUST COMPLETE THIS FORM ON THE REVERSE SIDE

### C.) Vehicle Information Requested • Please check type of information needed.

West Virginia Motor Vehicle Code §17A-2A-2 states that all residential information is confidential; therefore, name and address of record holder will be **withheld on individual requests** that do not comply with the Uniform Motor Vehicle Records Disclosure Act. You may not obtain information about others without their signed written consent unless the request is made by a company/business on letterhead and provides a legitimate and detailed reason for the request as defined in the Uniform Motor Vehicle Records Disclosure Act (17A-2A-1 et seq.).

- ☐ Basic Vehicle Registration Information - \$1.50      ☐ Form 62 - Fees and Privilege Tax Paid At Titling - \$5.00  
☐ Lien/Basic Vehicle Registration Information - \$5.00      ☐ Lien Perfection Information (Must include Dealer's fax date) - \$20.00  
☐ Certified Title File - \$10.00      ☐ Title Copy - \$5.00  
☐ Title History - \$25.00

**FEES COVER THE COST OF RESEARCH AND ARE NON-REFUNDABLE.**

### D.) Request Details

Year \_\_\_\_\_ Make \_\_\_\_\_ Plate \_\_\_\_\_ VIN \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

---

Year \_\_\_\_\_ Make \_\_\_\_\_ Plate \_\_\_\_\_ VIN \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

---

Year \_\_\_\_\_ Make \_\_\_\_\_ Plate \_\_\_\_\_ VIN \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

---

Year \_\_\_\_\_ Make \_\_\_\_\_ Plate \_\_\_\_\_ VIN \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_

**\*\* For Additional Requests, attach addendum. \*\***

### E.) Requester Signature

I hereby certify that \_\_\_\_\_ will use the vehicle information requested pursuant to Section §17A-2A-1 et seq. of the West Virginia Code, for the purpose checked on side one, section C only and for no other reason. I/we state that I/we have read and signed this form after its completion, and I/we swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to penalties which shall include punishment or a fine not exceeding \$500 or a term of imprisonment not more than six months, or both.

**A copy of a driver's license or state issued photo ID MUST be attached. No information will be given without a state issued photo ID. A copy of your request may be forwarded to the record holder.**

(X)

SIGNATURE OF REQUESTER

DATE

# POA (Power of Attorney)

## When can a Secured Power of Attorney be used?

The Secured Power of Attorney form is considered secure because it complies with the security features and odometer disclosure language as specified in the Federal Truth in Mileage Act.

The Secured Power of Attorney can only be used in two instances and only with the new West Virginia Conforming Title:

1. At the time of trade-in or direct sale, if the registered owner's title is being held by a lien-holder, the registered may, by use of the secured power of attorney, designate the dealer as the agent for the purpose of completing the odometer disclosure statement and reassignment of ownership on the title when it is received from the lien-holder.
2. When the title is lost, the seller can designate the dealer to act as their agent to complete the odometer disclosure and reassignment of ownership **once the duplicate title is received.**

SECURE POWER OF ATTORNEY					WVPA 1246751
<b>WARNING! This Form May Be Used Only When Title Is Physically Held By Lienholder Or When Title Has Been Lost. This Form Must Be Submitted To The State By The Person Exercising Power(s) Of Attorney. Failure To Do So May Result In Fines And/Or Imprisonment.</b>					
VEHICLE DESCRIPTION					
Year	Make	Model	Body Type	Vehicle Identification Number	
<b>PART A. Power of Attorney to Disclose Mileage</b>					
Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.					
I, _____ (transferor's name, Print), appoint _____ (transferee's/dealership name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to disclose the mileage on the title for the vehicle described above, exactly as stated in my following disclosure.					
I state that the odometer now reads _____ (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless on of the following statements is checked.					
<input type="checkbox"/> (1) The mileage stated is in excess of its mechanical limits.					
<input type="checkbox"/> (2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.					
_____ (Transferor's Signature)			_____ (Transferee's Signature)		
_____ (Printed Name)			_____ (Printed Name)		
_____ (Transferor's Street Address)			_____ Transferee's Street Address		
_____ (City, State, Zip Code)			_____ (City, State, Zip Code)		
_____ (Date of Statement)					
<b>PART B. Power of Attorney to Review Title Documents and Acknowledge Disclosure</b> (Part B is invalid unless Part A has been completed)					
I, _____ (transferee's name, Print), appoint _____ (transferor's name, Print) as my attorney-in-fact, to sign all papers and documents required to secure West Virginia Title and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.					
_____ (Transferee's Signature)			_____ (Transferee's Printed Name)		
_____ (Transferee's Name, Street Address, City, State, Zip Code)					
Federal and State law require that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.					
I, _____ transferor's/dealership name, Print), state that the odometer now reads _____ (no tenths) miles and, to the best of my knowledge, that it reflects the actual mileage unless one of the following statements is checked.					
<input type="checkbox"/> (1) The mileage stated is in excess of its mechanical limits.					
<input type="checkbox"/> (2) The odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY.					
_____ (Transferor's Signature)			_____ (Transferor's Printed Name)		
_____ (Transferor's Street Address)			_____ (City, State, Zip Code)		
_____ (Date of Statement)					
<b>PART C. Certification (To Be Completed When Both Parts A and B Have Been Used)</b>					
I, _____ (person exercising above powers of attorney, Print), hereby certify that the mileage I have disclosed on the title document is consistent with that provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.					
_____ (Signature)			_____ (Printed Name)		
_____ (Street Address)			_____ (City, State, Zip Code)		
_____ (Date of Statement)					

# Secured Power of Attorneys

- Section A: Seller
- Section B: Buyer
- Section C: Only to completed if both A & B are complete.



# Limited Power of Attorney

- A Limited Power of Attorney is for use only with a specific vehicle. Must include make, year, VIN, and the name of the person being appointed POA.
- If using a limited POA, with a vehicle that requires an odometer, you must attach a separate odometer disclosure statement signed by the customer.

# Trade-Ins

- West Virginia Motor Vehicle Law only allows trade-in credit for vehicles that are traded or exchanged directly to a dealership. These vehicles must be in the same name and taxes previously paid in West Virginia
- Selling a vehicle and then applying the monies towards the purchase price is not considered a trade-in credit.

# Trade-Ins

- Check trade-in. Must be same name as buyer.
- If in OR, AND, or AND/OR and buyer(s) is listed on title – FULL trade-in credit.
- Q titles – because they are only registered – must submit DMV-1TR & TM-1 and out-of-state title with lien released (no fee required) in order to get credit or pay on trade-in value.
- All vehicles used as a trade-in must be in owner's name.

# Trade-Ins – (Continued)

- When a dealer completes the title work, he or she is certifying that the vehicle traded-in was received by the dealer.
- The Division's position is that trade-in credit can only be given when the dealer exchanges one vehicle for the other in the same transaction.

# **Trade-In Credit on Vehicles Replaced by the Manufacturer Under the Lemon Law or for Reasons of Customer Satisfaction**

When a vehicle is replaced by the manufacturer rather than being traded-in to the dealer, the customer will receive credit if they provide documentation the vehicle was replaced by the manufacturer under the Lemon Law or for reasons of customer satisfaction. If the customer received their tax money back through a buy-back, no tax credit will be allowed.

# **Trade-In Credit on Vehicles Replaced by the Manufacturer Under the Lemon Law or for Reasons of Customer Satisfaction – (Continued)**

## **DOCUMENTS REQUIRED**

Title or DMV-1-TR reflecting what vehicle value was credited against the new vehicle being replaced. (Vehicle being replaced must be in the same name as vehicle being titled).

Document from the manufacturer stating the vehicle was replaced under the Lemon Law or for reasons of customer satisfaction

Fees: \$15.00 Title fee, 6% Privilege tax (on difference), \$10.00 Lien fee (if applicable), \$51.50 Registration fee or \$10.50, if transferring an existing plate.

# States That Do Not Issue Titles Or Registrations

There are a few states that purge their system after a certain period, and do not issue titles.

There are also some states that do not register certain vehicles that we do, i.e. trailers, for example.

**What do we require to create a title for the consumer in these cases?**

1. DMV Form-1.
2. VIN Verification Form 1-B
3. Form MB 12-13
4. A letter from the state in which the vehicle was last titled or registered, explaining that their state does not issue titles to certain older vehicles, and the vehicle in question is not currently titled.
5. A notarized bill of sale from whom the WV consumer purchased the vehicle.
6. For vehicles not registered or titled, we would require the same information.



# Repossession (Bank or Dealer)

## Forms needed:

- DMV-1TR
  - DMV-129TR (Repo form)
  - TM-1 (odometer disclosure)
  - WV title
- 
- If lienholder does not possess WV title – must have copy of Security Agreement and DMV-1B (VIN verification) and a notarized letter from the lienholder that they are not in possession of the WV title.
  - Do not release the lien on face of WV title.
  - Dealer must follow Attorney General's requirements for repossession.

West Virginia Department of Transportation

## Division of Motor Vehicles

## Lienholder's Affidavit for Repossession



1-800-642-9066

www.dmv.wv.gov

**YOU MUST COMPLETE THIS ENTIRE FORM, FOLLOW ALL INSTRUCTIONS ON THE REVERSE SIDE, AND ENCLOSE ANY APPLICABLE FEES.**

This affidavit is for use by the lienholder of a repossessed vehicle to: 1.) secure a repossessed vehicle *Certificate of Title*, issued in the name of the lienholder, if the vehicle is sold under the terms of a conditional sales contract; or 2.) secure a repossessed vehicle *Certificate of Title* in the name of the purchaser if the vehicle is sold at public or private auction under the terms of a deed of trust, chattel mortgage, or security agreement.

## Description of Repossessed Vehicle/Trailer/Boat

MODEL YEAR	MAKE	TITLE NUMBER	VEHICLE IDENTIFICATION NUMBER / SERIAL NUMBER / HULL NUMBER	STATE
------------	------	--------------	---	-------

Name of Defaulting Owner(s):

Address of Defaulting Owner(s):

## Description of Lien Covering the Repossessed Vehicle/Trailer/Boat

Amount of Lien:  /  .  Date of Lien:  /  /  Kind of Lien: ☐ C/S/C ☐ D/T ☐ S/A

Lien in Favor Of:

Address of Lienholder:

Purchaser's Name at Sale:

Purchase Price of Vehicle at Sale:

Address of Purchaser:

The repossessing lienholder, represented by the named official below, hereby certifies that the vehicle, trailer, or boat described herein has been repossessed due to failure of the registered owner to meet their obligation in the settlement of the lien described on this affidavit. The lien contract covering this vehicle, trailer, or boat was executed in accordance with the applicable laws and provisions of the state in which the lien was originated. The lienholder named herein further certifies that the 'default terms' of the lien contract have been fully complied with regarding giving due notice and authority to dispose of the vehicle, trailer, or boat at public or private sale and that there are no liens which are superior to the lien stated in this affidavit. Additionally, there are no legal suits currently pending in any court concerning this repossession and the repossessing lienholder warrants the Certificate of Title for the described vehicle, trailer, or boat is free from all indebtedness and agree to defend it against any claims.

Printed Name of Repossessing Lienholder:

Printed Name of Authorized Official:

Authorized Official's Signature (X)

Date

## Notary Public Certification

## NOTARY PUBLIC/OFFICIAL STAMP

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_

(X)

NOTARY PUBLIC / AUTHORIZED OFFICIAL SIGNATURE

My Commission expires on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DEFAULTING  
OWNER'S NAME  
& ADDRESS

LEIN INFO FOR  
DEFAULTING  
OWNER

NAME OF  
PURCHASER  
AT SALE (IF  
APPLICABLE

VEHICLE INFO

NAME OF  
LIENHOLDER  
REPOSSESSING  
VEHICLE

# Tax Exempt

- Gifts from spouse to spouse, parent and children, or legal heir transactions.
- Gifts using the application for transfer of ownership without consideration (form DMV-5-TR), completed and notarized.
- Corporation, partnership or limited liability company transferring to another corporation, partnership, or LLC when the entities involved in the transfer are members of the same controlled group and the transferring entity previously paid the tax on the vehicle being transferred – must own directly or indirectly 50% or more of the stock or voting power.
- Class H Vehicles (buses or large vans)
- Class M Vehicles (mobile equipment). Class M applications must be accompanied by 2 picture of the vehicle (front and side).

# Tax Exempt – (Continued)

- Class B vehicles being registered at a GVW of 55,000 lbs. or more. Vehicle must be registered at the time of titling to be tax exempt.
- Class C trailers over 2,001 GVW. Plate must be purchased at time of titling. Please note C plates are NOT transferable after 30 days. The trailer must be the same class.
- Rental Vehicles.
- Registered Dealer of this state – for resale only.
- Mobile homes, house trailers, modular homes.

# Division of Motor Vehicles

## Affidavit of Transfer of Ownership Without Consideration



1-800-642-9066  
www.dmv.wv.gov

I, \_\_\_\_\_, do hereby transfer to \_\_\_\_\_.

NAME OF CURRENT VEHICLE OWNER NAME OF NEW VEHICLE OWNER

YEAR MODEL VEHICLE IDENTIFICATION NUMBER

TITLE NUMBER

for no consideration, monetary or otherwise. I declare under penalty of false swearing that the statement made above is true and correct to the best of my knowledge and the transfer does not involve any exchange of goods, service or money in return for the vehicle.

### Certification of CURRENT Ownership

NAME OF CURRENT OWNER(S)

ADDRESS

LICENSE/ID NUMBER PHONE NUMBER

(X) SIGNATURE OF CURRENT OWNER(S) DATE

### CURRENT OWNER'S Certification by Notary Public

\*ONLY ONE NOTARY CERTIFICATION IS REQUIRED IF BOTH CURRENT AND NEW OWNERS ARE AVAILABLE AND PRESENT AT THE SAME TIME FOR NOTARY CERTIFICATION.\*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(X) NOTARY PUBLIC

My commission expires on: \_\_\_\_\_

NOTARY STAMP

NOTARY STAMP

### Certification of NEW Ownership

NAME OF NEW OWNER(S)

ADDRESS

LICENSE/ID NUMBER PHONE NUMBER

(X) SIGNATURE OF NEW OWNER(S) DATE

### NEW OWNER'S Certification by Notary Public

\*THIS NOTARY SECTION IS TO BE USED ONLY IF THE CURRENT AND NEW OWNERS CANNOT SIGN UNDER WITNESS OF THE SAME NOTARY AT THE SAME LOCATION AND TIME.\*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(X) NOTARY PUBLIC

My commission expires on: \_\_\_\_\_

NOTARY STAMP

NOTARY STAMP

**\*ANY CHANGES, ALTERATIONS, OR ERASURES WILL VOID THIS AFFIDAVIT\***

ANY APPLICATION FOR TRANSFER OF OWNERSHIP WHICH PROVIDES INCORRECT, FALSE OR FRAUDULENT INFORMATION ABOUT THE CONSIDERATION EXCHANGED, SUBJECTS THE APPLICANT TO THE REVOCATION, SUSPENSION AND/OR CANCELLATION OF ANY AND ALL DRIVER'S LICENSES, REGISTRATION PLATES, CARDS, AND PERMITS ISSUED TO THE APPLICANT.

# Items Subject To 6% Motor Vehicle Sales Tax

- Rebate
- Rust-Proofing
- Destination and Delivery
- Freight
- Simonize
- Accessories and Optional Equipment
- Protection Package

# Items Not Subject To 6% Motor Vehicle Sales Tax

- Warranty
- Service Contracts
- Discounts
- Documentary Fees
- Gap Insurance
- Aftermarkets (does not come from factory)



STATE OF WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES

**BUY HERE – PAY HERE DEALER AFFIDAVIT**

**PURCHASER'S INFORMATION**

(Purchaser's Name)	(Purchaser's Address)	(Phone #)
(Co-Purchaser's Name)	(CO-Purchaser's Address)	(Phone #)

**VEHICLE DESCRIPTION:**

Make	Year	Body Type	Vehicle Identification Number

**LIEN INFORMATION:**

Name of Lienholder \_\_\_\_\_

Address \_\_\_\_\_

Date of Sale \_\_\_\_\_

Total Amount of Lien	Kind of Lien	Date

Total Amount of Payments	Amount of Payment	Payment Due Date

**DEALER INFORMATION:**

Name of Dealership \_\_\_\_\_ Dealer Number \_\_\_\_\_

Address \_\_\_\_\_

The Purchaser (s) do hereby acknowledge purchase of the vehicle described above and that the listed lienholder has a valid lien on the vehicle.

X \_\_\_\_\_

Purchaser's Signature	Date	C-Purchaser's Signature	Date
-----------------------	------	-------------------------	------

_____ Dealer Representative's Signature	_____ Date
--	---------------

White Copy – Submit with original title work

Pink Copy – Dealer

Yellow Copy – Customer

IF DEALERSHIP  
IS LISTED AS  
LIENHOLDER,  
OR USING  
THEIR  
ADDRESS FOR  
LIENHOLDER  
ADDRESS -  
THIS FORM  
**MUST** BE  
ATTACHED

# Buy Here/Pay Here Liens

Pursuant to 91CSR6, Rule 2.9.d, any licensee that lists itself as a lien holder on any vehicle it sells shall attach with the title work a copy of the sales contract or sales instrument, along with amount of lien, the monthly payment and number of payments.

In accordance with WV Code 17A-4A-4 and 17A-4-2, the dealer shall remit all fees and taxes along with the application to the Division prior to sixty (60) days of the date of sale.

# Certification of One-and-the Same

- The Certification of One and the Same, form DMV-39-TR, is to be used when an individual signs their name one way in an area on title work, then another way in a different area.
- An example of this would be, “John Smith signs his name in the reassignment section, then signs John Smith Jr. in section 7”. John Smith would have to complete the form.
- Must attach a copy of a valid Driver’s License or ID

# Division of Motor Vehicles

## Certification of One and the Same Person

This certification serves to verify that the following names are used for the same person, and the are used for one and the same individual. This certification must be completed and signed by the individual asserting to be one and the same, and they must provide a copy of their valid driver's license or identification card.

### Statement of Certification

This certifies that I, \_\_\_\_\_ am one and the  
NAME ONE

same person as \_\_\_\_\_ My correct address is  
NAME TWO

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

The vehicle that appears in my name is a \_\_\_\_\_  
MAKE/MANUFACTURER YEAR VEHICLE IDENTIFICATION/HULL NUMBER

Furthermore, I hereby certify that all of the statements made herein are true and correct to the best of my knowledge and belief under WV Code §17A-9-1; Fraudulent Applications.

**(X)**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Transfer From Deceased Owner

- Owner of vehicle in WV is deceased. Must have court appointed executor/administrator papers or DMV-185-TR (only in cases of no will). All heirs must complete and sign.
- Copy of death certificate must be included when submitting a DMV-185-TR.
- If owner on face of out-of-state title is deceased. Must follow guidelines in NADA book for that state.
- Fees apply - \$15.00 for title and \$10.50 for transfer of plate.

# Corrections

- If a mistake is made on a title, do not mark out, white out or erase. This will void the title and a duplicate title will be required.
- The DMV-35-TR must be completed and notarized.

DMV-35-DL  
REV 6/14

West Virginia Department of Transportation

## Division of Motor Vehicles

## Affidavit of Correction for a Title or Registration

1-800-642-9066  
www.dmv.wv.gov**A) Dealer or License Service Information**

Name of Dealer / License Service \_\_\_\_\_

Address \_\_\_\_\_

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

**B) Vehicle / Boat / Trailer Information**

MODEL YEAR

MAKE

TITLE NUMBER

VEHICLE IDENTIFICATION NUMBER / SERIAL NUMBER

**C) Correction Needed**

- |   |   |
|---|---|
| <input type="checkbox"/> Seller assigned title to self  | <input type="checkbox"/> Buyer's name inserted in the wrong place       |
| <input type="checkbox"/> Seller signed off on title in the wrong place                                    | <input type="checkbox"/> Buyer's name inserted in the seller's place    |
| <input type="checkbox"/> Seller assigned the title to the wrong buyer                                     | <input type="checkbox"/> Buyer's signature is on the wrong title        |
| <input type="checkbox"/> Seller inserted their name in place of the lien                                  | <input type="checkbox"/> Notary Public signed their name in wrong place |
| <input type="checkbox"/> Seller inserted mileage incorrectly<br>(Requires a notarized odometer statement) | <input type="checkbox"/> Other (Please explain) _____                   |
| <input type="checkbox"/> Seller skipped one dealer assignment   | _____   |
| <input type="checkbox"/> Lien inserted in error<br>(Requires a letter from the lien holder)               | _____   |

**D) Sender & Notary Public Certification**

(X)

SENDER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTARY PUBLIC

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(X)

NOTARY PUBLIC SIGNATURE \_\_\_\_\_

My Commission expires on \_\_\_\_/\_\_\_\_/\_\_\_\_.



# Corrections (Continued)

- Any requested corrections to vehicle information will be verified through the Division's records

# How to Enter Names in CVR/VRS

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## HOW TO ENTER NAMES

EXAMPLE: JOHN P SMITH

ENTER: SMITH, JOHN P

EXAMPLE: JOHN P SMITH 3<sup>RD</sup>

ENTER: SMITH, JOHN P III

EXAMPLE: JOHN P SMITH JR

ENTER: SMITH, JOHN P JR

EXAMPLE: JOHN P SMITH OR MARY K SMITH

ENTER: SMITH, JOHN P OR MARY K

EXAMPLE: JOHN P SMITH OR MARY K JONES

ENTER: JOHN P SMITH OR MARY K JONES

EXAMPLE: JOHN P SMITH DBA SMITH TRUCKING CO

ENTER: JOHN P SMITH DBA SMITH TRUCKING CO

EXAMPLE: MARY SMITH OR JOHN SMITH OR DAVID JONES

ENTER: MARY OR JOHN SMITH OR DAVID JONES

Example: John Smith or Mary Smith-Jones

Enter: John Smith or Mary Smith-Jones

Example: Mary Jones-Smith

Enter: Mary Jones-Smith

# Special Plates

**What does the special plates section do?**

- Personalized plate applications
- Organizational plates
- Government vehicles/ plates
- Boats
- Dealer Window (Only at DMV Headquarters)
- Assembled Vehicles / Trailers

# Boats

- On July 1<sup>st</sup>, 1989, The Division of Motor Vehicles began titling motorboats. Prior to that date motorboats were only required to be registered in WV. Any motorboat purchased in WV after the above date was required to be titled.
- **Motorboat & Personal Watercraft Definition** – Any vessel propelled by an electrical, steam, gas, diesel, or other fuel or driven motor, whether or not such motor is the principal source of propulsion.
- Boats without any type of motor (man powered) are not required to be titled or registered.
- **All boats with any size motor must be titled** – Registration is required for use on WV waters.

# Boats (Continued)

- All motorboat registration expirations are on a 3-year cycle. Currently cycle ends in April 2023.
- To change from a fee registration (3HP & above) to a no fee registration (below 3 HP), the owner must submit their registration and new motor information (make and horsepower/pounds thrust) and a completed form TR-14. To change from a no fee registration to a fee registration, the owner must submit their registration, new motor information (make and horsepower/thrust), a completed form TR-14, along with the appropriate fees.
- Boat registration numbers cannot be transferred. Any motorboat owner who has renewed their motorboat registration will be allowed a “transfer credit” if they purchase a new motorboat within the three-year renewal period. This process only applies to individuals who are trading or selling a motorboat. The registration can not be active in the customer’s name unless they are trading the boat for the boat they are purchasing. Even though the credit is allowed, the motorboat registration numbers will remain with the motorboat. The title work should be done as if the customer is transferring a plate. The owner will receive a new set of decals along with a new registration.

# Boats (Continued)

Documents needed to title a motorboat:

- Motorboat previously titled in WV (Transfer of ownership)
  - WV title properly assigned to new owner
  - Notarized bill of sale for a motorboat if the purchase price is less than 50% of the book value.
  - Correct fees.
- Titling a new motorboat (never titled)
  - Certificate of Origin properly assigned by the dealer
  - MB-6 (application for boat title)
  - Dealer's invoice or Dealer Certification completed on the MB-6
  - Correct fees.
- Purchase of a previously owned motorboat (in state or out of state, never been titled or registered in any state)
  - If purchased from a state that titles or registers motorboats, a letter of clearance from that state must accompany the application.
  - MB-6 (application for a motorboat title)
  - DMV-1-B (hull identification certification completed by any law enforcement officer)
  - MB-12/13 (Seller's affidavit) must complete the section asking where and when the seller acquired the boat.
  - Proof satisfying the division that the seller is the legal owner.
  - Correct Fees.

# Boats (Continued)

Documents needed to title a motorboat:

- Purchase of an out of state motorboat from a state that titles motorboats. (Transfer of Ownership)
  - Properly assigned out of state title
  - MB-6 (Application for a motorboat title).
  - Notarized bill of sale if purchase price is less than 50% of book value. If from a dealer, a dealer invoice is required.
  - Correct fees.
- Purchase of an out of state motorboat from a registration only state. (Transfer of ownership).
  - Registration in seller's name. If the registration can be reassigned, it must be reassigned properly. If no registration, then provide a seller's affidavit and letter of clearance from the state the motorboat was registered in showing the seller to be the registered owner. A seller's affidavit must be completed only if no registration, must complete the section asking where and when the seller squired the boat.
  - MB-6 (Application for a motorboat title).
  - DMV-1B (hull identification certification completed by any law enforcement officer).
  - Notarized bill of sale if purchase price is less than 50% of book value. (If purchase from a dealer, a dealer invoice and proof of trade and ownership from previous owner must accompany application).
  - Correct fees.



FOR DEPARTMENT USE ONLY

CLASS \_\_\_\_\_

NUMBER \_\_\_\_\_

EXP. DATE \_\_\_\_\_

# West Virginia Department of Transportation

## Division of Motor Vehicles

### Application for a Certificate of Title for a Motorboat

TYPE OR PRINT IN BLUE OR BLACK INK

**Owner(s) / Purchaser(s) Information**

The owner(s) of the following motorboat make application for a certificate of title for that motorboat and for that purpose state the following:

Name(s) \_\_\_\_\_

WRITE/TYPE THE NAME(S) OF PURCHASER(S) PLAINLY &amp; EXACTLY AS IT IS TO APPEAR ON THE CERTIFICATE OF TITLE

STREET ADDRESS \_\_\_\_\_

CITY or TOWN \_\_\_\_\_

COUNTY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

**Motorboat Information**

Make \_\_\_\_\_ Year \_\_\_\_\_

Hull Serial Number \_\_\_\_\_

Hull Material: ☐ Fiberglass ☐ Wood ☐ Aluminum ☐ Other \_\_\_\_\_Use: ☐ Pleasure ☐ Government Length in Feet \_\_\_\_\_  
NOT INCLUDING MOTOR

Total H.P. or Pounds Thrust \_\_\_\_\_

**Type of Propulsion**

- ☐ Outboard Motor (OUT)  
☐ Inboard Motor (INB)  
☐ Inboard-Outboard (INO)  
☐ Other (OTH) \_\_\_\_\_

**Type of Fuel**

- ☐ Gasoline (GAS)  
☐ Diesel (DIS)  
☐ Other (OTH) \_\_\_\_\_

**Description of Boat**

- ☐ Run A Bout (RUN)  
☐ Cabin Cruiser (CRU)  
☐ House Boat (HSE)  
☐ V Bottom (VBM)  
☐ Pontoon (PON)  
☐ Personal Watercraft  
☐ Other \_\_\_\_\_

**MUST HAVE  
THIS SECTION  
COMPLETED**

**Cost Summary**Trade-In Description \_\_\_\_\_  
MAKE YEAR SERIAL NO. WEST VIRGINIA TITLE NUMBER

Purchase Price \$ \_\_\_\_\_ Trade-In \$ \_\_\_\_\_ Net Cost \$ \_\_\_\_\_ 6% Tax \$ \_\_\_\_\_

**Lien & Encumbrance Information**

Name of Lien Holder \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

Address of Lien Holder \_\_\_\_\_ Kind of Lien ☐ C/S/C ☐ D/T ☐ S/A

BUYER(S) SIGNATURE ➡ (X) \_\_\_\_\_ Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

**Dealer / Seller Certification**

This is to certify that the above described vehicle was acquired from:

\_\_\_\_\_ on \_\_\_\_\_  
 \_\_\_\_\_ and sold to the above named purchaser  
 on \_\_\_\_\_. The undersigned dealer further certifies  
 that the sale price, trade-in, and net cost are true and correct.

Dealer Name \_\_\_\_\_

Dealer Address \_\_\_\_\_

Signature (X) \_\_\_\_\_ Dealer Number \_\_\_\_\_

### **FEE CHART**

**3 HORSE POWER OR 70 POUNDS THRUST MOTOR OR LARGER**

<b>CLASS</b>	<b>LENGTH</b>	<b>3 YEAR</b>	<b>2 YEAR</b>	<b>1 YEAR</b>
<b>Y1A</b>	<b>LESS THAN 16 FEET</b>	<b>\$30</b>	<b>\$20</b>	<b>\$10</b>
<b>Y11</b>	<b>16-25 FEET</b>	<b>\$45</b>	<b>\$30</b>	<b>\$15</b>
<b>Y12</b>	<b>26-39 FEET</b>	<b>\$60</b>	<b>\$40</b>	<b>\$20</b>
<b>Y13</b>	<b>OVER 39FT</b>	<b>\$75</b>	<b>\$50</b>	<b>\$25</b>



## CLASSIFICATIONS

### Class A • Cars & Trucks

Passenger motor vehicles with a gross vehicle weight of 10,000 pounds or less

### Class B • Trucks

Trucks, truck tractors, or road tractors with a gross vehicle weight of 10,001 pounds or more

### Class C • Trailers & Semi Trailers

Trailers and semitrailers with a gross vehicle weight of more than 2,000 pounds, excluding house-trailers, trailers, or semi-trailers that are designated to be drawn by class A motor vehicles

### Class G • Motorcycles

Motor driven cycles and mopeds with a saddle and no more than three wheels

### Class H • Buses

Motor vehicles designed to carrying more than seven passengers including for transporting persons for compensation, excluding taxi cabs

### Class J • Taxi Cabs

Motor vehicles used for the transportation of persons for compensation.

### Class M • Mobile Equipment

Self-propelled vehicles, not designed or used primarily for the transportation of persons or property over the highway, including farm equipment, implements of husbandry, well-drillers, cranes, and wood-sawing equipment that may infrequently travel over the highway among job sites, to equipment storage sites, or repair sites

### Class R • Travel Trailers

Trailers designed to provide temporary living quarters for recreation, travel, or camping use

### Class T • Trailers

Trailers, boat trailers, or semi-trailers with a gross vehicle weight of less than 2,000 pounds that are designed to be drawn by class A motor vehicles

### Class V • Antique Motor Vehicles

Motor vehicles that were manufactured at least 25 years prior to the current calendar year

### Class X • Farm Trucks

Motor vehicles used exclusively for the transportation of farm products and supplies by a farmer

### Class Y • Boats

Watercrafts and vessels designed for travelling on water



Revised 02/2021



## MOTOR VEHICLE REGISTRATION FEES



## BASIC REGISTRATION INFO

All registered motor vehicles are required to be covered by a motor vehicle liability insurance policy. A Statement of Insurance **MUST** be submitted with each application for registration on all classes of motor vehicles **EXCEPT** Classes C, R, and T. The DMV will also accept a copy of your Certificate of Insurance (WV-1).

A one dollar (\$1.00) litter fee and fifty cents (.50¢) insurance enforcement fee has been included in the schedule of fees, as required.

The Statement of Insurance or Certificate of Insurance (WV-1) for the vehicle being registered **MUST** contain the following information:

- Vehicle Description
- Vehicle Identification Number (VIN)
- Policy Number
- National Association of Insurance Commissioners (NAIC) Number
- Name of the Insurance Company
- Name of the Insurance Agent

For all registration renewals or transfers, a vehicle owner must provide a copy of their personal property tax receipt or an Affidavit of Assessor (DMV-178-TR) from the County Assessor. One year registrations require proof of payment for the previous tax year. Two year registrations require proof of payment for the previous two tax years.

Personal property taxes are assessed by the County Assessor and collected by the County Sheriff. If you have any questions about your personal property taxes contact your local County Assessor.

Contact your County Courthouse with any questions concerning personal property taxes.

All Terrain Vehicles (ATVs) and Side by Sides may not be licensed; however, they must be titled.

## CLASS A | CARS & TRUCKS UP TO 10,000 LBS

### NON-PERSONALIZED PLATE PRICES

LICENSE PLATE DETAIL	NEW PLATE PRICE	RENEWAL PRICE
Standard Graphic	\$51.50	\$51.50
Scenic Plate	\$61.50	\$51.50
Seiscentennial (Available for a Limited Time Only)	\$51.50	\$51.50
United We Stand	\$61.50	\$51.50
Whitewater Rafting	\$76.50	\$66.50
Wildlife (Deer or Bird)	\$76.50	\$66.50
Educator w/Apple® / Character Education (Anyone)	\$76.50	\$66.50
4H / FFA	\$76.50	\$66.50
9/11 Commemorative	\$76.50	\$66.50
Donate Life / Organ Donor	\$76.50	\$66.50
Breast Cancer Awareness	\$76.50	\$66.50
All NASCAR	\$86.50	\$76.50
Classic Car	\$76.50	\$66.50
Antique (Non-Restricted)	\$51.50	\$51.50
All Military Designs*	\$61.50	\$51.50
Mobility Impaired*	\$51.50	\$51.50
Emergency Medical Services (EMS)*	\$61.50	\$51.50
Fire Fighter / Volunteer Firefighter / Certified Firefighter*	\$61.50	\$51.50

FOR A FIRST TIME TWO YEAR REGISTRATION, YOU PAY BOTH THE RENEWAL PRICE AND THE NEW PLATE PRICE. FOR A TWO YEAR REGISTRATION RENEWAL YOU PAY DOUBLE THE RENEWAL PRICE LISTED ABOVE. PLATES INDICATED WITH AN ASTERISK (\*) REQUIRE ADDITIONAL CERTIFICATION.

## EXCHANGE PRICING: CHANGE TO PERSONALIZED PLATE

LICENSE PLATE DETAIL	STANDARD GRAPHIC	PATRIOTIC OR SCENIC	WILDLIFE OR 9/11	NASCAR PLATE
Plate Begins with 1	\$66.50	\$76.50	\$91.50	\$101.50
Plate Begins with 2	\$68.13	\$78.13	\$93.13	\$99.12
Plate Begins with 3	\$65.75	\$75.75	\$90.75	\$96.74
Plate Begins with 4	\$63.38	\$73.38	\$88.38	\$94.36
Plate Begins with 5	\$61.00	\$71.00	\$86.00	\$91.98
Plate Begins with 6	\$58.63	\$68.63	\$83.63	\$89.60
Plate Begins with 7	\$56.25	\$66.25	\$81.25	\$87.22
Plate Begins with 8	\$53.88	\$63.88	\$78.88	\$84.84
Plate Begins with 9	\$51.50	\$61.50	\$76.50	\$82.46
Plate Begins with O	\$49.13	\$59.13	\$74.13	\$80.08
Plate Begins with N	\$46.75	\$56.75	\$71.75	\$77.70
Plate Begins with D	\$44.38	\$54.38	\$69.38	\$75.32
Renewal Fee	\$66.50	\$66.50	\$81.50	\$91.50

## CLASS G | MOTORCYCLES

### MOTORCYCLE PLATE REGISTRATIONS

LICENSE PLATE DETAIL	NEW PLATE PRICE	RENEWAL PRICE
Standard Motorcycle	\$16.00	\$16.00
Personalized (Includes \$15.00 yr Annual Reservation fee)	\$31.00	\$31.00
Hitchcapped	\$16.00	\$16.00
Veterans	\$26.00	\$16.00
Vertical	\$41.00	\$16.00

FOR A FIRST TIME TWO YEAR REGISTRATION, YOU PAY BOTH THE RENEWAL PRICE AND THE NEW PLATE PRICE. FOR A TWO YEAR REGISTRATION RENEWAL, YOU PAY DOUBLE THE RENEWAL PRICE LISTED ABOVE.

## CLASS B | TRUCKS 10,001 LBS AND OVER

GROSS WEIGHT LBS.	FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
10,001 - 11,000	\$34.50	\$26.25	\$18.00	\$9.75
11,001 - 12,000	\$38.50	\$29.50	\$20.50	\$11.00
12,001 - 13,000	\$44.50	\$33.75	\$23.00	\$12.25
13,001 - 14,000	\$49.50	\$37.50	\$25.50	\$13.50
14,001 - 15,000	\$54.50	\$41.25	\$28.00	\$14.75
15,001 - 16,000	\$59.50	\$45.00	\$30.50	\$16.00
16,001 - 17,000	\$90.00	\$67.88	\$45.75	\$23.63
17,001 - 18,000	\$100.00	\$75.38	\$50.75	\$26.13
18,001 - 19,000	\$110.00	\$82.88	\$55.75	\$28.63
19,001 - 20,000	\$120.00	\$90.38	\$60.75	\$31.13
20,001 - 21,000	\$130.00	\$97.88	\$65.75	\$33.63
21,001 - 22,000	\$140.00	\$105.38	\$70.75	\$36.13
22,001 - 23,000	\$150.00	\$112.88	\$75.75	\$38.63
23,001 - 24,000	\$160.00	\$120.38	\$80.75	\$41.13
24,001 - 25,000	\$170.00	\$127.88	\$85.75	\$43.63
25,001 - 26,000	\$180.00	\$135.38	\$90.75	\$46.13
26,001 - 27,000	\$190.00	\$142.88	\$95.75	\$48.63
27,001 - 28,000	\$200.00	\$150.38	\$100.75	\$51.13
28,001 - 29,000	\$210.00	\$157.88	\$105.75	\$53.63
29,001 - 30,000	\$220.00	\$165.38	\$110.75	\$56.13
30,001 - 31,000	\$230.00	\$172.88	\$115.75	\$58.63
31,001 - 32,000	\$240.00	\$180.38	\$120.75	\$61.13
32,001 - 33,000	\$250.00	\$187.88	\$125.75	\$63.63
33,001 - 34,000	\$260.00	\$195.38	\$130.75	\$66.13
34,001 - 35,000	\$270.00	\$202.88	\$135.75	\$68.63
35,001 - 36,000	\$280.00	\$210.38	\$140.75	\$71.13
36,001 - 37,000	\$290.00	\$217.88	\$145.75	\$73.63
37,001 - 38,000	\$300.00	\$225.38	\$150.75	\$76.13
38,001 - 39,000	\$310.00	\$232.88	\$155.75	\$78.63
39,001 - 40,000	\$320.00	\$240.38	\$160.75	\$81.13
40,001 - 41,000	\$330.00	\$247.88	\$165.75	\$83.63
41,001 - 42,000	\$340.00	\$255.38	\$170.75	\$86.13
42,001 - 43,000	\$350.00	\$262.88	\$175.75	\$88.63
43,001 - 44,000	\$360.00	\$270.38	\$180.75	\$91.13
44,001 - 45,000	\$370.00	\$277.88	\$185.75	\$93.63
45,001 - 46,000	\$380.00	\$285.38	\$190.75	\$96.13
46,001 - 47,000	\$390.00	\$292.88	\$195.75	\$98.63
47,001 - 48,000	\$400.00	\$300.38	\$200.75	\$101.13
48,001 - 49,000	\$410.00	\$307.88	\$205.75	\$103.63
49,001 - 50,000	\$420.00	\$315.38	\$210.75	\$106.13
50,001 - 51,000	\$430.00	\$322.88	\$215.75	\$108.63
51,001 - 52,000	\$440.00	\$330.38	\$220.75	\$111.13
52,001 - 53,000	\$450.00	\$337.88	\$225.75	\$113.63
53,001 - 54,000	\$460.00	\$345.38	\$230.75	\$116.13
54,001 - 54,999	\$470.00	\$352.88	\$235.75	\$118.63
55,000	\$739.00	\$554.63	\$370.25	\$185.88
54,001 - 56,000	\$754.75	\$566.44	\$378.13	\$189.82
56,001 - 57,000	\$770.50	\$578.25	\$386.00	\$193.75
57,001 - 58,000	\$786.25	\$590.07	\$393.88	\$197.69
58,001 - 59,000	\$802.00	\$601.88	\$401.75	\$201.63
59,001 - 60,000	\$817.75	\$613.69	\$409.63	\$205.57
60,001 - 61,000	\$833.50	\$625.50	\$417.50	\$209.50
61,001 - 62,000	\$849.25	\$637.32	\$425.38	\$213.44
62,001 - 63,000	\$865.00	\$649.13	\$433.25	\$217.38
63,001 - 64,000	\$880.75	\$660.94	\$441.13	\$221.32
64,001 - 65,000	\$896.50	\$672.75	\$449.00	\$225.25
65,001 - 66,000	\$912.25	\$684.57	\$456.88	\$229.19
66,001 - 67,000	\$928.00	\$696.38	\$464.75	\$233.13
67,001 - 68,000	\$943.75	\$708.19	\$472.63	\$237.07
68,001 - 69,000	\$959.50	\$720.00	\$480.50	\$241.00
69,001 - 70,000	\$975.25	\$731.82	\$488.38	\$244.94
70,001 - 71,000	\$991.00	\$743.63	\$496.25	\$248.88
71,001 - 72,000	\$1006.75	\$755.44	\$504.13	\$252.82
72,001 - 73,000	\$1022.50	\$767.25	\$512.00	\$256.75
73,001 - 74,000	\$1038.25	\$779.07	\$519.88	\$260.69
74,001 - 75,000	\$1054.00	\$790.88	\$527.75	\$264.63
75,001 - 76,000	\$1069.75	\$802.69	\$535.63	\$268.57
76,001 - 77,000	\$1085.50	\$814.50	\$543.50	\$272.50
77,001 - 78,000	\$1101.25	\$826.32	\$551.38	\$276.44
78,001 - 79,000	\$1117.00	\$838.13	\$559.25	\$280.38
79,001 - 80,000	\$1132.75	\$849.94	\$567.13	\$284.32

## CLASS C | TRAILERS & SEMI TRAILERS

Permanent & Non-Transferable License Fee - \$51.00

## CLASS H | BUS FEES

Take the empty weight of the vehicle and add 150lbs per seat, including the driver's seat. Take the Class B license fee for the total weight and (times) the percentage the vehicle is used in West Virginia. For intrastate buses, the fee is \$6.50.

## CLASS J | TAXI CABS

FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
\$86.50	\$65.25	\$44.00	\$22.75

## CLASS X | FARM TRUCKS

GROSS WEIGHT LBS.	FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
8,001 - 16,000	\$31.50	\$24.00	\$16.50	\$9.00
16,001 - 22,000	\$61.50	\$46.50	\$31.50	\$16.50
22,001 - 28,000	\$91.50	\$69.00	\$46.50	\$24.00
28,001 - 34,000	\$116.50	\$87.75	\$59.00	\$30.25
34,001 - 44,000	\$161.50	\$121.50	\$81.50	\$41.50
44,001 - 64,000	\$206.50	\$155.25	\$104.00	\$52.75
64,001 - 80,000	\$251.00	\$189.00	\$126.50	\$64.00

## CLASS M | MOBILE EQUIPMENT

FULL YEAR (7/1 - 9/30)	3/4 YEAR (10/1 - 12/31)	1/2 YEAR (1/1 - 3/31)	1/4 YEAR (4/1 - 6/30)
\$18.50	\$14.13	\$9.75	\$5.38

## CLASS V | ANTIQUE MOTOR VEHICLE REGISTRATIONS

Motor vehicles that were manufactured at least 25 years ago are considered "antique" and qualify for antique license plates. Applicants may choose to provide a plate for use, which must be approved by the DMV, or they may use a DMV antique plate design.

Antique registrations permit the use of the motor vehicle on Saturday, Sunday, and holidays, or for activities such as parades, club events, tours, exhibits, etc. These registrations are on a ten year cycle. You can register an antique vehicle at anytime, and you will only be charged the fees for the remaining number of years on the current cycle. The current registration cycle began on July 2, 2015 and will end on July 1, 2025. The fee below will cover the fees to keep your registration current until the cycle ends.

YEAR 6 of 10 (7/2/20 to 7/1/21)	YEAR 7 of 10 (7/2/21 to 7/1/22)	YEAR 8 of 10 (7/2/22 to 7/1/23)	YEAR 9 of 10 (7/2/23 to 7/1/24)
\$17.50	\$14.00	\$10.50	\$7.00

All fees include an insurance recording fee of .50¢ for all power units and a litter fund fee of \$1.00 for all plates and decals.

## CLASSES R & T | TRAILERS

Motor boat and Class R or T trailer registrations run from April 1 - March 31 every three years. As shown below, 2020 is year one of the three year registration cycle and has a three year price, whereas 2023 is the last year of the registration cycle and has a one year price. See the chart below for pricing.

TRAILERS	2020 (4/1/2020 TO 3/31/2021)	2021 (4/1/2021 TO 3/31/2022)	2022 (4/1/2022 TO 3/31/2023)	2023 (4/1/2023 TO 3/31/2024)
CLASS R	\$39.00	\$26.00	\$13.00	\$39.00
CLASS T	\$27.00	\$18.00	\$9.00	\$27.00

## CLASS Y | BOATS

All motor boats are required to be registered. Motor boats with at least 3hp/70lb thrust motors have a registration fee. All motor boats with under 3hp/70lb thrust and government boats have no registration fee. If you change the configuration of your boat from a 3hp/70lb thrust+ to under 3hp/70lb thrust status, submit the registration and a completed DMV form R-14 to DMV. DMV only titles and registers motorized boats.

BOAT SIZE & CLASS	2020 (4/1/2020 TO 3/31/2021)	2021 (4/1/2021 TO 3/31/2022)	2022 (4/1/2022 TO 3/31/2023)	2023 (4/1/2023 TO 3/31/2024)
Under 16' - Y1A	\$30.00	\$20.00	\$10.00	\$30.00
16' - 25' - Y11	\$45.00	\$30.00	\$15.00	\$45.00
26' - 39' - Y12	\$60.00	\$40.00	\$20.00	\$60.00
40' & UP - Y13	\$75.00	\$50.00	\$25.00	\$75.00

## DMV LOCATIONS & INFORMATION

Toll Free (In State) 1-800-642-9066  
Hearing Impaired 1-800-742-6991  
dmv.wv.gov



Renew Your Registrations with your mobile device with the QR code on the right or visit:  
<https://go.wv.gov/selfservice>



# Titling Reminders

- When using a DMV-1-TR make sure the dealer certification is completed. This eliminates the need for a separate bill of sale or invoice.
- Make sure to list your dealer number on title work to ensure sales credit. Dealer titles must be titled in the same name listed on your dealer certificate.



# Titling Reminders (Continued)

- In the dealer reassignment section on the WV title, make sure to complete the sale price. Without verification DMV will request a bill of sale.
- In the Trade-In section, make sure to list the complete trade-in vehicle and plate transfer information (if applicable).
- Class A plates have been increased up to 10,000 lbs.
- If there is an amount listed in the lien section of the DMV-1-TR or the title and there is no lien, a notarized letter of correction is required stating that there is no lien.

# Titling Reminders (Continued)

- All titles must be submitted to that Division prior to the 60 days allowed for processing. Code states that the customer or lienholder must have the title in their possession before or no later than the 60 days from the date of sale.
- The brand “and” requires both signatures to purchase or sell a vehicle, “and/or” requires only one to sell or buy, “or” requires one signature. Odometer disclosures require one signature.



# Titling Reminders (Continued)

- Any alteration or error on title work requires an Affidavit of Correction, explaining what occurred. Do not use white out or erase. Put one line through the error and make correction above the strike through. When you void a reassignment, you need to go to the next reassignment section and complete the proper assignment and must include a letter of correction.
- If the customer's plate is due to expire within forty-five (45) days, fees should be collected to renew and transfer their plates at the time the title work is submitted. A Personal Property Tax receipt must accompany the title work.

# Titling Reminders (Continued)

- Insurance information must be current when title work is received at the DMV. If expired or incomplete, the title work will be returned. \*When using a title application (DMV-1-TR), insurance should be listed on the application itself.
- Make sure to list customer's insurance companies' NAIC number.
- Credit for trade-ins apply only to vehicles registered in the applicant's name on which sales tax was previously paid in WV.
- On all title work, make sure all signature areas are signed, especially on the new WV titles. Any areas requesting the printed name of the seller or buyer must be completed. These areas must be handwritten or typed.

# Titling Reminders (Continued)

- On states that require notarization, make sure they are notarized.
- When using a title application (DMV-1-TR) make sure to list the weight and style of body for the vehicle.
- Attach the original or a copy (front and back) of the customer's registration card when transferring plates, as this eliminates the need for verification.
- You must have reassignments and odometer statements for all dealers involved in the transaction. Make sure you have a complete trail of ownership.

# Titling Reminders (Continued)

- Title must accompany request for any correction of title. If the Division made the error, no fee is required. If not a \$15.00 title fee is required.
- When applying for a duplicate plate, decal or registration card, please provide the license plate number. Must provide an insurance certificate when requesting a duplicate license plate. Fees are as follows:
  - Dup Reg Card \$10.00
  - Dup Decal \$10.00
  - Dup Plate \$10.50
- The DMV now offers many services online, including duplicate requests and license plate renewals. You can view the online services portal at:

<https://apps.wv.gov/dmv/selfservice>

# Dealer Services

## What does Dealer Services do?

- Approves applications for new Dealers
- Renews all Dealers
- Inspects/Investigates Dealers
- Salespersons Applications Review/ Approval
- Rental Company License
- License Services
- Reconstruction Examinations

# Dealer Inspectors

- Conduct inspections on all licensed West Virginia Dealers and License Services
- Salvage / Reconstruction Exam
- Consumer Complaints
- Dealer Investigations
- Pre-Apps/Final Inspections

# Dealer Deficiencies

- Dealer does not have required sales records
- Insufficient TM-5 Log / Dealer Plate Log
- Dealer displaying vehicles with open titles
- Dealer has not delivered title work within sixty (60) days
- Dealer has not remitted taxes, fees, and/or recorded lien
- Dealer is displaying vehicles of a type for which it is not licensed
- Display lot contains junk, or junk vehicles
- Dealer does not have a sign
- The DMV is authorized to revoke or suspend a dealer's license and to issue civil penalties as a result of dealer deficiencies.
- The DMV reserves the right to shape the consequences necessary to correct any deficiencies and to deter future deficiencies.



# Division of Motor Vehicles

## Dealer Inspection Report



1-800-642-9066 | www.dmv.wv.gov

WHITE (TOP) COPY: REMAINS WITH DMV  
YELLOW (BOTTOM) COPY: GOES TO THE DEALER

Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Dealer License No: \_\_\_\_\_

Name of Dealership: \_\_\_\_\_

Address of Dealership: \_\_\_\_\_

### Inspection Details

1.) Explain the condition of office, include any violations cited: \_\_\_\_\_

2.) Explain the condition of the sales records, include any violations cited: \_\_\_\_\_

3.) Does the dealership maintain a Dealer Plate Assignment Log? ☐ YES ☐ NO

Explain any violations cited: \_\_\_\_\_

4.) Does the dealership have a Temporary Tag Log? ☐ YES ☐ NO

Explain any violations cited: \_\_\_\_\_

5.) Does the dealership have a Dealer Reassignment Log? ☐ YES ☐ NO

Explain any violations cited: \_\_\_\_\_

6.) Explain the condition of the display lot, include any violations cited: \_\_\_\_\_

7.) Explain the condition and location of signage, include any violations cited: \_\_\_\_\_

8.) The location of repair facility is ☐ ON-SITE ☐ OFF-SITE. If it's on-site, explain the condition of the repair facility: \_\_\_\_\_

9.) List the number of vehicles located on the display lot, include any violations cited: \_\_\_\_\_

10.) Are bond and insurance policies in effect? ☐ YES ☐ NO

Explain any violations cited: \_\_\_\_\_

11.) Are the business hours posted and visible? ☐ YES ☐ NO Posted Hours: \_\_\_\_\_

12.) List any other dealer licenses: \_\_\_\_\_

### Inspector Certification

I acknowledge receipt of this inspection report. I understand that I have to correct any deficiencies noted, and that DMV Dealer Services will perform a follow-up inspection.

(X)

SIGNATURE OF PERSON CONTACTED

(X)

SIGNATURE OF DMV REPRESENTATIVE

# Sales Transactions - Auto Auctions Only

- Pursuant to 91CSR6 Rules and Regulations Rule 5.8, all automobile auctions are required to provide to the Division each month a record of sales transactions.
- All sales transaction information must be submitted to the Office of Dealer Services to include:
  - An alphabetical list (by last name) of all individuals to include first and last name.
  - Address of all individuals
  - Sale date
  - Purchase price
  - Vin number

# WDR Dealers – Dismantlers (NMVTIS)

## AFFECTED ENTITIES INCLUDE:

- All salvage entities handling five or more junk, salvage or total loss vehicles per year are required to report specific vehicle information to NMVTIS on at least a monthly basis.
- All insurance entities are required to report information on salvage/total loss vehicles of the current model year or four previous model years.
- Insurance Companies
- Salvage Pools/Auctions
- Auto Recyclers
- Junk/ Salvage Yards
- Auto Rebuilders
- Pull- or pick-apart yards
- Crushers
- Shredders
- Tow Companies
- Wrecker Operators

# Buying or Trading Vehicles Out of Class

Pursuant to WV State Code 17A-6-5, dealers may sell a vehicle for which they are not licensed if the vehicle was received as a trade-in. Also, a “used” car dealer can obtain a new vehicle from a “new” car dealer; provided, the “used” car dealer titles the new vehicle in the name of the dealership before selling the vehicle to a customer.

# Buying or Trading Vehicles Out of Class – (Continued)

Additionally, dealers buying or trading out of class must comply with the following:

- Dealers acquiring vehicles out of their license class through trade must provide proof of trade-in before reassigning the title for the vehicle or they will be subject to sales tax. A copy of the invoice reflecting the trade should be attached to the title work.
- Dealers acquiring a “new” vehicle out of their license class through trade must surrender the MCO and apply for a dealer title. If you cannot provide proof of trade-in, you will be subject to sales tax. A copy of the invoice reflecting the trade should be attached to the title work.

# **Buying or Trading Vehicles Out of Class – (Continued)**

Be advised dealers purchasing vehicles out of class, not in accordance with WV Motor Vehicles Laws, will pay tax on the vehicle and receive a regular title. Dealers involved in this type of purchase can not reassign from the MCO and can be subject to Civil Penalties for buying out of class.

# Off-Site Premise Permit

**Prior Approval required 10 days in advance**

**Display and Sale** – An off-site premise permit for the display and sale of vehicles may be approved for a period of time not to exceed ten (10) days. The Commissioner shall not issue more than four (4) display and sale permits to a license in one fiscal year, for the recurrent display and sale of vehicles at any one specific location.

**Display of Approval Certificate** – The licensee shall display the certificate of approval for the off premises permit in a conspicuous place at the temporary additional dealer location.

**Reciprocal Out of State Dealer** – Dealers licensed in adjacent states which allow WV dealers to display and sell vehicles at industry wide public shows and exhibitions may be permitted the same privileges in WV and be subject to 90CSR6 2.3.d. (1) through 2.3.d.(7).



# Change in Dealership

Dealers shall notify the Commissioner within sixty (60) days from and after the date on which any of the following changes in the business occur:

- A change in location
- A change of the name or trade name
- The death of a licensee
- A change in partners, officers or directors
- A change in ownership
- A change in the type of legal entity by and through which the license engages or will engage in the business
- The appointment of any trustee in bankruptcy, trustee under an assignment for the benefit of creditors, master or receiver.

# Change in Dealership (Continued)

- All information from the Division, Secretary of State's Office and State Tax Department must match. (Owners/Officers and address)
- Personnel authorized to transact business on behalf of the dealership must be kept up to date.
- A change such as a 911 physical address change can cause several issues, if not reported.
- If a change in owners/officers occur, all must sign the back of the form in front of the Notary.
- After every renewal season, dealer services must send letters requesting a Change in Dealership form to be completed because the renewal application does not match the previous records.

West Virginia Department of Transportation  
**Division of Motor Vehicles**  
**Notice of Change in Dealership**



THE BUSINESS NAME AND ADDRESS INFORMATION BELOW SHOULD MATCH WHAT IS ON YOUR CURRENT DEALER LICENSE CERTIFICATE

Dealership Name: \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP  
Business Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP  
Dealer License Number: \_\_\_\_\_

**Change in Dealership • This section outlines the change in dealership that must be completed.**

1. If business is moved to a new location, give complete new mailing address and new location of business. Attach to this notice a photograph of new location. A \$5.00 per plate charge applies if mailing address is changing.

New Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

2. If change in trade name is made, give the complete new trade name that the business will be operated under. A \$5.00 per plate charge applies to name changes.

Dealership Name: \_\_\_\_\_

3. If change is due to death of licensee or any partner, give name of such licensee or partner and relationship to licensee.

Deceased's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Deceased's Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

4. If change in any partners, officers or members, list names and titles below:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

5. If appointment of a trustee in bankruptcy, trustee assignment for benefit of creditor, master or receiver, give name and address of such trustee, master or receiver.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Continued Detailed Dealer Questionnaire**

6. If change in personnel authorized to make assignment of titles and to transact business with the DMV, list names of all authorized personnel.

Name: \_\_\_\_\_ Signature: (X) \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: (X) \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: (X) \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: (X) \_\_\_\_\_  
Name: \_\_\_\_\_ Signature: (X) \_\_\_\_\_

7. If additional places of business have been established at other locations with the State since your original application was filed with the DMV, give the address and phone number of each location. Attach a photograph of each location to this notice. Include a check or money order for \$1.00 per each location.

Address: \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP  
Address: \_\_\_\_\_ Telephone Number ( ) - \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

**Dealer and Notary Public Certification**

State of West Virginia, County of \_\_\_\_\_ to wit:

Before the undersigned authority this day personally appeared \_\_\_\_\_ who, after first being duly sworn deposes and says that he is the applicant (or if firm or corporation, that he is an authorized member of the firm or proper officer of said corporation): That the business herein named is a legitimate dealership at the address and location shown herein and applicant further states that the changes outlined in this notice are true and correct statements.

(X) \_\_\_\_\_  
SIGNATURE  
(X) \_\_\_\_\_  
SIGNATURE  
(X) \_\_\_\_\_  
SIGNATURE  
(X) \_\_\_\_\_  
SIGNATURE

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC SIGNATURE

My Commission expires on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

CONTINUED IN REVERSE SIDE

# West Virginia Department of Transportation

## Division of Motor Vehicles

### Dealer Renewal Application

West Virginia  
dmv  
Keeping West Virginia on the move

Mail Applications and Fees to: Dealer Services  
PO Box 17100 • Charleston, WV 25317  
304-926-0705 • www.dmv.wv.gov

THIS APPLICATION MUST BE TYPEWRITTEN OR PRINTED LEGIBLY IN BLUE OR BLACK INK AND SUBMITTED BEFORE JUNE 1ST.

#### Dealer License Number:

FEE SCHEDULE	FEES DUE ↓	NEW CAR DEALER AND USED CAR DEALER	MOBILE HOME (A) AND TRAILER DEALER (B)	MOTORCYCLE DEALER	AUTO AUCTION	RECREATIONAL DEALER	WRECKER DISMANTLER DEALER
	Recovery Fund	\$150.00	(A) EXEMPT (\$0) (B) \$150.00	\$150.00	EXEMPT (\$0)	\$150.00	EXEMPT (\$0)
	Required Plates and License Certificate	One Plate and License Certificate \$100.00	Four Plates and License Certificate \$25.00	Two Plates and License Certificate \$10.00	One Plate and License Certificate \$100.00	Four Plates and License Certificate \$100.00	License Certificate \$15.00
	Additional Plates	Exempt Plates at \$5.00 each Plates per Formula at \$5.00 each	Additional Plates at \$5.00 each	Additional Plates at \$5.00 each	Additional Plates at \$25.00 each	Additional Plates at \$25.00 each	WD Plates-Towing # DEMO/Only One at \$25.00 Each
	Additional Certificates	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each	more Locations License Certificates at \$1.00 per each
	Special Demo Plates	First Special Demo Plate for \$100.00 Additional Special Demo Plate(s) at \$50.00 each	N/A	N/A	N/A	N/A	N/A
	Total Fees Due	\$	\$	\$	\$	\$	\$

Dealership Name: \_\_\_\_\_ Telephone Number ( ) -

Mailing Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Business Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

#### Detailed Dealer Questionnaire

1. Any dealership changes pursuant to §17A-6-9 since the last renewal? ☐ No ☐ Yes • If "yes", submit form MV-126-M-DS with this application.

2. Indicate the number of vehicles sold as wholesale and retail \_\_\_\_\_. If licensed within the past fiscal year check here ☐

3. List any additional locations of operation for your dealership. \*Attach addendum if necessary.

Telephone Number: ( ) - \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Telephone Number: ( ) - \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

4. List business name and address of the repair facility servicing vehicles for the dealership. Write "NA" if repair facility address is same as dealership.

Repair Facility Name: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

5. List name, home address, and home telephone number of individual, partners, or corporate officers.

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

NAME ( ) - \_\_\_\_\_  
PHONE NUMBER STREET ADDRESS CITY STATE ZIP

CONTINUED ON REVERSE SIDE

#### Continued Detailed Dealer Questionnaire

6. List names of individuals authorized to transact business on behalf of the dealership.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

7. Liability insurance pursuant to §17A-6-4, DMV Form 126-DS-J, Certificate of Liability Insurance must be submitted with application.

Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_ NAIC Number: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Insurance Agent Name: \_\_\_\_\_ Telephone Number: ( ) -

Agent Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

8. Bond pursuant to §17A-6-4, DMV Form 126-DS-P, Bond must be submitted with application along with a power of Attorney.

Bond Company Name: \_\_\_\_\_ Bond Number: \_\_\_\_\_

Bond Company Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Local Agent Name: \_\_\_\_\_ Telephone Number: ( ) -

Agent Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

9. Has applicant or any partner, if a partnership, or any officer or director, if a corporation, been convicted of a felony within the last year?

☐ No ☐ Yes, following is the date, court, and location: \_\_\_\_\_

10. Has applicant, or any partner, if a partnership, or any officer or director, if a corporation, filed bankruptcy or defaulted on a financial obligation within the last year?

☐ No ☐ Yes, following is the date, court, and location: \_\_\_\_\_

11. List the names of salespersons authorized to sell vehicles for the dealership. \*Attach addendum if necessary.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

12. Please provide an e-mail address for all electronic communications: \_\_\_\_\_

13. A Personal property tax receipt for the dealership for the prior calendar year must be included with this application. If no taxes were owed, an affidavit from the county assessor stating that no taxes were owed must be submitted.

#### Dealer Certification

I hereby state and certify the statements made within this application are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law §17A-6-6.

(X)

SIGNATURE OF DEALER

DATE

# **WV Dealer/License Service/Rental/Leasing Totals**

- As of October 2021, West Virginia has 1,365 Dealers.
- 96 License Services  
Renewal deadline is December 31, 2021.
- 42 Rental Companies
- 128 Leasing Companies

# Dealer Recovery Fund

## § 17A-6-2A

(a) There is hereby created a special fund in the State Treasury which is to be designated the "Dealer Recovery Fund." The fund shall consist of certain moneys received from persons engaged in the business of selling new or used motor vehicles, new or used motorcycles, trailers, semi-trailers or recreational vehicles or from grants, gifts, bequests or awards arising out of the settlement or adjudication of a claim. The fund is not to be treated by the Auditor and Treasurer as part of the general revenue of the state. The fund is to be a special revolving fund paid out upon order of the Commissioner of Motor Vehicles based on the recommendation of the dealer recovery fund control board created in this section, solely for the purposes specified in this section. The commissioner may use up to one percent of funds from the dealer recovery fund for the administrative expenses of operating the dealer recovery fund program.

# **Dealer Recovery Fund (Continued)**

## **§ 17A-6-2A**

The Dealer Recovery Fund Board consists the DMV Commissioner, the Attorney General's Office designee representing the office of Consumer Protection and one representative selected by the Dealer Advisory Board.



# Dealer Recovery Fund (Continued)

- Any new application or renewal will pay into the fund (\$150.00).
- Participating dealers must pay into the fund for three (3) years before making a claim.
- The fund must reach \$250,000.00 before any claims can be made.
- The fund total is currently \$3,083,879.00 compared to last year \$3,077,111.72.
- If a dealer has no violations such as suspensions revocations or civil penalties for three (3) years, the surety bond is eliminated. If at any time after the bond is eliminated the dealer has any violation pertaining to a suspension, revocation, or civil penalties, the bond must be reinstated.
- Claims against the fund are only paid after the bond has been exhausted or eliminated.
- Claims for payment must be submitted within six (6) months of the date of sale or the date the Division is made aware of the claim.

# Dealer Recovery Fund (Continued)

## Order of claims paid

- 1) DMV taxes and fees paid in full.
- 2) Retail purchaser when an undisclosed lien is discovered or retail purchase when trade-in lien is not paid off by the dealer as a result of a purchase agreement.
- 3) Dealer participating in the fund for three (3) years that bought a vehicle from a dealer covered by the fund with an undisclosed lien.
- 4) Retail purchaser of third-party goods/service (credit, insurance, warranties, etc.) from a dealer covered by the fund.
- 5) Does not include floor planners.
- 6) When the fund reaches \$3,000,000.00, dealers will not have to pay into the fund, unless it slips below that figure.

DMV-127-DS  
Rev 6/18

## Division of Motor Vehicles Dealer Recovery Fund Complaint Form

P.O. Box 17100 • Charleston, WV 25317  
1-800-642-9066 • [dmv.wv.gov](http://dmv.wv.gov)

- A copy of any cancelled check made payable to the dealer, or a receipt attesting payment must be submitted with this form.
- A copy of the Bill of Sale must be submitted with this form.
- A statement must be provided as to the location of the vehicles' Certificate of Title.
- If applicable, an attested copy of a final court judgement must be submitted with this form.
- An explanation of the complaint must be included on this form under section D below.
- You must sign and date this form below.

NAME OF COMPLAINANT		CONTACT TELEPHONE NUMBER ( ) -	
ADDRESS	CITY	STATE	ZIP CODE

DEALERSHIP NAME			
ADDRESS	CITY	STATE	ZIP CODE

DATE OF PURCHASE    /    /			VIN NUMBER		
MAKE		MODEL		YEAR	CLAIM AMOUNT

[illegible]

I certify that the statements made are true and correct to the best of my knowledge and belief under penalty of false swearing. West Virginia Motor Vehicle Law §17A-9-1: Fraudulent Applications.

**Signature (X)**

Date \_\_\_\_\_

☐ **TAXES & FEES (DMV)**☐ **DEALER (UNDISCLOSED LIEN)**☐ RETAIL PURCHASE (UNDISCLOSED LIEN)☐ **THIRD PARTY GOODS & SERVICES**☐ **UNPAID LIEN**

CLAIM PAYABLE TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Signature (X) \_\_\_\_\_ Date    /    /   

Signature (X) \_\_\_\_\_ Date    /    /   

Signature (X) \_\_\_\_\_ Date    /    /   

REMARKS: \_\_\_\_\_

# Contact Information

## TITLES AND REGISTRATIONS

Kim Harrison, Supervisor  
[Kim.F.Harrison@wv.gov](mailto:Kim.F.Harrison@wv.gov)

Amanda Campbell, Lead CSR  
[Amanda.L.Campbell@wv.gov](mailto:Amanda.L.Campbell@wv.gov)

Phone 304-558-3900  
Fax 304-926-3885

## SPECIAL PLATES

Lisa Eskew, Supervisor  
[Lisa.A.Eskew@wv.gov](mailto:Lisa.A.Eskew@wv.gov)

Phone 304-926-3972  
Fax 304-926-3885

## DEALER SERVICES

Roderick Bradford, Manager  
[Roderick.C.Bradford@wv.gov](mailto:Roderick.C.Bradford@wv.gov)

Chris Held, Lead CSR  
[Chris.A.Held@wv.gov](mailto:Chris.A.Held@wv.gov)

Hannah Lawrence, CSR  
[Hannah.M.Lawrence@wv.gov](mailto:Hannah.M.Lawrence@wv.gov)

Mike Smith, CSR  
[Michael.K.Smith@wv.gov](mailto:Michael.K.Smith@wv.gov)

Erica Withrow, CSR  
[Erica.D.Withrow@wv.gov](mailto:Erica.D.Withrow@wv.gov)

Phone: (304) 926-0705

Fax: (304) 926-3895

If you have any question or concerns, please contact Dealer Services at the telephone number above or use the email addresses that have been provided.

# Important Dates to Remember

**June 1<sup>st</sup>.** Applications must be received or post marked.

**December 31<sup>st</sup>.** License Services license expire.

**60 days** to deliver title to the consumer or lien holder.

**45 days**, transfer of registration on new vehicle.